



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
www.woodley.gov.uk

To: **Members of the Strategy & Resources Committee**

Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; K. Gilder;
T. McCann; M. Nagra; B. Rowland; P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 7:30 pm on Tuesday 24 November 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members relating to the business of the meeting.

3. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that, in view of the confidential nature of the business about to be transacted in relation to contractual matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 4 on the agenda.

4. **CATERING PARTNERSHIP**

To note **Report No. SR 21/20** of the Catering Partnership meeting held on 17 November 2020. Page 5

5. **CATERING PARTNERSHIP VACANCY**

Following the death of Councillor MacNaught, Members are asked to appoint to the vacant position on the Catering Partnership.

6. **MINUTES OF THE MEETING HELD ON 15 SEPTEMBER 2020**
To approve the minutes of the Strategy and Resources Committee held on 15 September 2020 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 29 September 2020.)*
7. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 27 OCTOBER 2020** Page 6
To approve the minutes of the Extraordinary Strategy and Resources Committee held on 27 October 2020 and that they be signed by the Chairman as a correct record
8. **FINANCE**
- a) **Budgetary Control** Page 7
To receive **Report No. SR 22/20.**
- b) **Payments** Page 8
To approve the following payments as set out in **Appendix 8b:**
- | | Current account | Imprest account |
|----------------|-----------------|-----------------|
| September 2020 | £141,379.39 | £65,030.43 |
| October 2020 | £167,938.94 | £51,534.82 |
- c) To receive the report of the Council's internal auditors for the period for April - August 2020. **(Appendix 8c)** Page 12
9. **OAKWOOD CENTRE UPDATE** Page 16
- a) To receive **Report No. SR 23/20.**
- b) The Strategy and Resources Committee has approved the free use of rooms in the Oakwood Centre to:
- The Woodley Business Club - for the use of the centre for its annual fair and meetings relating to the arrangements for the fair.
 - The Community Youth Partnership - for the conference it held on addressing anxiety for parents and practitioners.
- During the pandemic, the Council has also provided rooms free of charge to Citizens Advice Wokingham for advisers to meet with clients who need to be seen in person.
- Regular hirers are given a small discount in recognition of their ongoing bookings.
10. **PERSONNEL SUB COMMITTEE** Page 18
To note **Report No. SR 24/20** of the Personnel Sub Committee meeting held on 16 November 2020.
11. **INVESTMENTS WORKING PARTY** Page 19
To note **Report No. SR 25/20** of the Investments Working Party meeting held on 6 November 2020.

12. **COMMUNITY GRANTS**
To consider **Report No. SR 26/20**. The guidelines for awarding Community Grants to groups and organisations and to individuals are attached to the report. Page 21
13. **ALLOTMENTS RENT REVIEW**
To consider **Report No. SR 27/20**. Page 25
14. **WOODLEY BOWLING CLUB - LEASE AND LICENCE TO OCCUPY**
To consider **Report No. SR 28/20**. Page 28
15. **COUNCILLORS' FINANCIAL LIABILITY**
Following a request to the National Association of Local Councils (NALC) regarding an individual councillor's liability should the Council run out of funds the legal team at NALC has replied with the following information: "The Town Council is a body corporate and therefore the financial consequences of its activities are those of the Town Council and not the individual councillor."
16. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
To receive the report of the Woodley Town Centre Management Initiative meeting held on 7 October 2020. (**Appendix 16**) Page 30
17. **PROJECTS SCHEDULE 2020/21**
To note the update on Council projects, as given in **Appendix 17**. Page 33
18. **COUNCIL MEETING DATES 2021/22**
To recommend the proposed schedule of meetings for the 2021/22 municipal year. (**Appendix 18**) Page 37
19. **WOKINGHAM BOROUGH COUNCIL: CONSULTATION ON MEMBERS' CODE OF CONDUCT**
Wokingham Borough Council is consulting on proposed changes to its Code of Conduct for elected Councillors, which covers Borough, Town and Parish Councillors. Information on the proposed changes is attached at **Appendix 19**. Members are asked to consider a response to the consultation. Responses are required by 11 December 2020. Page 38
20. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
a) To note that the September Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £71,778.
b) To note that CIL payment of £37,778 was paid to the Town Council in October 2020 and a further £40,723 due to the Town Council has been invoiced by the Borough Council but not yet received by them.
21. **BOROUGH/PARISH LIAISON FORUM**
To note the minutes of the Borough/Parish Liaison forum, which took place on 19 October 2020. (**Appendix 21**) Page 42

22. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
23. **PUBLICITY AND WEBSITE**
To consider items to be publicised.
24. **MINUTES OF THE URGENCY COMMITTEE**
- a) To note the minutes of the Urgency Committee meeting held on 5 October 2020. **(Report No. SR 29/20)** Page 49
 - b) To note the minutes of the Urgency Committee meeting held on 9 November 2020. **(Report No. SR 30/20)** Page 55
 - c) To note the minutes of the Urgency Committee meeting held on 17 November 2020. **(Report No. SR 31/20)** Page 67

Woodley Town Council

Report of a Meeting of the Catering Partnership held via Zoom video conferencing on Tuesday 17 November 2020 at 3pm

Present: *Councillors: M. Green, J. Cheng, R Skegg*

Officers present: *K. Murray, Deputy Town Clerk*

Also present: *S. Rolfe – Brown Bag, Councillor S Brindley*

Apologies: *None*

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Appointment of Chairman

Councillor Green was elected as Chairman for the municipal year. Councillor Green asked those present to reflect briefly on the passing of Councillor MacNaught , who had served on the Catering Partnership for several years and thanked him for his contribution over that time.

3. Update on catering operation

Sean Rolfe provided an update on the companies position and how it was faring through the period of lockdown and restrictions. In response to a question he confirmed that Brown Bag were very much looking to continue with the coffee shop and catering services at the Oakwood Centre and were looking at developing the offering as things got back to normal after the lockdown.

It was resolved that in view of the confidential nature of the business about to be transacted in relation to contractual information, that the press and public were temporarily excluded and asked to withdraw.

4. Renewal of Catering Contract

The report of the Deputy Town Clerk was discussed (***Appendix 1, provided separately***). It was noted that Brown Bag has consistently met the criteria under the contract, that the contract terms remained appropriate and relevant, and that Brown Bag is in a position to continue offering the high level of service required. It was agreed that the current economic climate, particularly within the sector would mean a tendering process at this point may not be successful and would not be in the Council's best interests.

It was agreed to make the following recommendation to the Strategy and Resources Committee;

That the catering contract with Brown Bag be extended for a period of 5 years from March 2021 in accordance with the terms of the current contract.

5. Date of next meeting

It was agreed that the Partnership meet again in January unless an interim meeting is deemed necessary. It was noted that the Zoom format meant that all Members would be more available to attend.

Minutes of an Extraordinary meeting of the Strategy & Resources Committee held remotely on Tuesday 27 September 2020 at 8:00 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; B. Rowland*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk*

1. **APOLOGIES**

Apologies for absence were received from Councillors Gilder, McCann, Nagra and Wicks.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to personal information, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following two agenda items.

4. **SETTLEMENT AGREEMENT**

RESOLVED:

- ◆ To note Report No. SR 19/20.
- ◆ To approve terminating the employment of a member of staff by way of a settlement agreement as detailed in Report No. PSC 1/20.
- ◆ That the Town Clerk be delegated to negotiate the settlement agreement, as set out in Report No. PSC 1/20.

5. **COMMITTEE OFFICER POST**

RESOLVED:

- ◆ To note Report No. SR 20/20.
- ◆ That a decision on the recruitment to the post of Committee Officer be deferred pending a review of staff capacity, duty and skills and that this be provided to the next scheduled meeting of the Personnel Sub Committee on 16 November 2020.
- ◆ That members of the Personnel Sub Committee be delegated to approve, or otherwise, to the recruitment to the Committee Officer post.

The Meeting closed at 8.25pm

EXPENDITURE	Budget 2020/21	Actual Exp as at 31/10/19	Actual Exp as at 31/10/20	Actual Exp as % of Budget	Information
Central Costs	273269	137358	143252		52.4 Phone and VAT partial exemption cost equipment over 58%. Other costs under.
Democratic Costs	54560	34599	26940		49.4 Staff costs at 59%, all other costs at nil or 58%.
Corporate Management	368092	207473	215579		58.6 Affiliation fees, annual insurance and HR & Health and Safety annual charge over 42%. All other costs under.
Capital Programme	45000	45000	0		0.0 Allocation transferred to Capital Programme fund.
Grants	17000	2100	9334		54.9 WTCMI grant paid monthly. £1,750 community grants awarded at this point.
Oakwood Centre	172224	99396	82531		47.9 Cleaning materials, stationery and rates over 58%. All other costs under.
Maintenance HQ	4500	2570	1437		31.9 All costs under 58%.
Woodley TCMI	85700	38258	23047		26.9 NI & pension, office admin ,floral displays, electricity and premises license over 58%. All other costs under.
Capital and Projects	266506	184567	180598		67.8 Loan re lake/ workshop/ Woodford Park LC payable in April. Most other loan payments made in September and March. Sinking fund allocation of £80,000 in respect of the Oakwood Centre now paid to Rathbones portfolio.
TOTAL	1286851	751321	682718	53.1	
INCOME	Budget 2020/21	Actual Inc as at 31/10/19	Actual Inc as at 31/10/20	Actual Inc as % of Budget	
Central Costs	8638	4318	10892	126.1	Furlough income of £7,255 received.
Democratic Costs	0	1174	0	0.0	
Corporate Management	0	4850	0	0.0	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	170256	102624	65331	38.4	Furlough income of £24,091 received. Rent in respect of Police office rec'd. Discussions regarding Theatre agreement and some contribution discussions ongoing. Letting income at 6.7% of budget figure. Includes rent payment for OC offices.
Maintenance HQ	0	0	0	0.0	
Woodley TCMI	85700	23549	30457	35.5	TCMI grant contributions and market income received.
Capital and Projects	0	0	0	0.0	
					Total Furlough income of £31,346
TOTAL	264594	136515	106680	40.3	
Month 7 = 58%					
NET	1022257	614806	576038	56.3	

Woodley Town Council**Current Account****List of Payments made between 01/09/2020 and 30/09/2020**

Date Paid	Payee Name	Amount Paid	
04/09/2020	Advanced Maintenance UK Ltd	3348.00	Water pressure accumulator - Depot
17/09/2020	Alan Hadley Ltd	297.00	Refuse collection
04/09/2020	AYS Cleaning Contractors Ltd	51.24	Contract cleaning
25/09/2020	AYS Cleaning Contractors Ltd	2366.43	Contract cleaning
11/09/2020	Be Fuelcards Ltd	0.77	Admin charge
18/09/2020	Be Fuelcards Ltd	32.40	Unlead petrol-Depot
17/09/2020	Bowak Ltd	62.24	Cleaning supplies
17/09/2020	Bowak Ltd	191.04	Cleaning supplies
17/09/2020	Brewers Decorator Centres	45.29	Building supplies
17/09/2020	Brown Bag Cafe Ltd	28.35	Catering services
04/09/2020	CDK Casting Ltd	96.60	Bronze plaque
01/09/2020	CF Corporate Finance Ltd	166.32	Qtrly photocopier charge - WPLC
25/09/2020	Churchill Contract Services Ltd	2629.02	Contract cleaning -WPLC
25/09/2020	Circus Scene	150.00	WTCMI lights
02/09/2020	Club Manager Ltd	80.40	Monthly gym software
18/09/2020	Ecotricity	47.06	Gas supply-Coronation Hall
18/09/2020	Ecotricity	159.55	Gas supply-Oakwood Centre
18/09/2020	Ecotricity	49.07	Gas supply-Chapel Hall
10/09/2020	Epos Now Ltd D/D	30.00	Monthly WPLC till charge
25/09/2020	Ethos Communications Solutions Ltd	108.00	Qtrly photocopier charge - WPLC
09/09/2020	Global 4 Communications	1145.65	Phone/Mobiles
17/09/2020	HMRC Cumbernauld	18534.89	PAYE & NI
11/09/2020	IBS Office Solutions Ltd	375.65	Photocopier - Oakwood Centre
25/09/2020	John Willis	125.00	Window cleaning
17/09/2020	Lantec Security Ltd	126.31	Intruder alarm - install
28/09/2020	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach WPLC
01/09/2020	Lloyds Bank D/D	17.69	Bank services-Current a/c
14/09/2020	Lloyds Bank D/D	93.20	Monthly Cardnet service
29/09/2020	Lloyds Bank D/D	24.49	Current service charges
15/09/2020	Merchant Rentals Ltd	15.44	Cardnet machine rental
15/09/2020	Merchant Rentals Ltd	18.40	Cardnet machine rental
11/09/2020	Personal Information	500.00	Sat Mkt Mgr - WTCMI
14/09/2020	Plusnet Plc	52.20	Phone- Oakwood Centre
18/09/2020	Plusnet Plc	52.20	Phone-WPLC
25/09/2020	PNC FS UK Ltd-Arnold Laver & Co Ltd	2295.79	Building supplies
17/09/2020	Prudential	307.24	AVC payment deducted from pay
01/09/2020	Public Works Loan Board	5874.06	Public Works Loan Board loan payment
25/09/2020	Public Works Loan Board	1528.12	Public Works Loan Board loan payment
30/09/2020	Public Works Loan Board	69298.08	Public Works Loan Board loan payment
11/09/2020	R.I.D. Ltd	810.00	Repairs to tractor shed - Depot
04/09/2020	Sentinal Roof Consultants Ltd	450.00	Conduct E.L.D test - WPLC roof
04/09/2020	Seton	69.58	Burns first aid kit
11/09/2020	SGW Payroll Ltd	170.06	Payroll services
15/09/2020	Siemens Financial Services	1100.80	Gym equip rental
11/09/2020	SSE Southern Electric	2018.32	Electric supply
17/09/2020	The Berkshire Pension Fund	19598.83	Pension - employers and employees
17/09/2020	Trade UK - BandQ	439.70	Building supplies
17/09/2020	Trade UK - Screwfix	294.58	Building supplies
17/09/2020	Travis Perkins Trading Co	44.97	Building supplies
25/09/2020	Travis Perkins Trading Co	10.15	Building supplies

17/09/2020	Tudor Environmental	130.86	Litter pickers/gloves
01/09/2020	TV Licensing	157.50	WPLC TV Licence
17/09/2020	Unison Collection Ac	34.00	Union fees deducted from pay
25/09/2020	Veolia ES - UK Ltd	769.36	Refuse collection
11/09/2020	Winnersh Plant Hire Ltd	763.23	Hire - mini excavator/oil
01/09/2020	Wokingham BC - Rates	2283.00	Rates-Woodford Park Leisure Centre
01/09/2020	Wokingham BC - Rates	364.00	Rates-Coronation Hall
01/09/2020	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01/09/2020	Wokingham BC - Rates	898.00	Rates-Oakwood Centre
01/09/2020	Wokingham BC - Rates	245.00	Rates- Public Toilet
25/09/2020	Wokingham Borough Council	35.57	Electric supply-Clock tower
		141379.39	

Clerks Imprest Account

List of Payments made between 01/09/2020 and 30/09/2020

Date Paid	Payee Name	Amount Paid	
29/09/2020	(Personal Information)	21.48	Postage-Attot letters
14/09/2020	(Personal Information)	150.00	Cancel WPLC refund
14/09/2020	(Personal Information)	19.99	Gym member refund
21/09/2020	(Personal Information)	19.99	Gym member refund
14/09/2020	(Personal Information)	86.40	Cancel WPLC refund
07/09/2020	(Personal Information)	24.99	Gym member refund
02/09/2020	(Personal Information)	24.99	Gym member refund
07/09/2020	(Personal Information)	34.20	Allot termination refund
25/09/2020	2nd Woodley Scout Group	250.00	Grant 2020
01/09/2020	Amazon Marketplace	48.99	A4 Snap frames-WPLC
08/09/2020	Amazon Marketplace	35.96	2x Keyboards for computers
15/09/2020	Amazon Marketplace	217.50	3x Panel heaters-Depot
21/09/2020	Amazon Marketplace	204.20	5x Solar outdoor lights
09/09/2020	Amazon.co.uk	15.47	2 x Optical mouse for computers
09/09/2020	Alan Hadleys Ltd	973.80	Refuse collection
25/09/2020	Berkshire Vision	250.00	Grant 2020
15/09/2020	Defibshop.co.uk	186.00	WPLC-Defibrillator equip
23/09/2020	DIY Kitchens.co.uk	4027.94	Building supplies-Depot
25/09/2020	EE top up	15.00	Top up office moblie
15/09/2020	Hicks Holding	253.02	Van service
25/09/2020	Home Start-Wokingham District	250.00	Grant 2020
25/09/2020	Kick Twist Cheerleading	250.00	Grant 2020
02/09/2020	Libra Pilates	120.00	Invoice credit refund
23/09/2020	Lloyds Bank	53018.37	Sept 2020-Net payroll
14/09/2020	Lloyds Bank D/D	13.50	Imprest-bank charges
25/09/2020	Me2 Club	250.00	Grant 2020
02/09/2020	RBL Poppy Appeal	75.00	Poppy wreaths
24/09/2020	Rubberroofing.co.uk	1817.51	OC Roof repair sealant
16/09/2020	Run My Car Ltd	100.00	Insuance excess payment
22/09/2020	Solopress Ltd	44.50	Signage boards-WTCMI
03/09/2020	Wickes	738.23	Building supples-Depot
24/09/2020	Wickes Building.co.uk	180.00	24x Plastic storage bins-Depot
25/09/2020	Woodley Festival of Music & Ar	250.00	Grant 2020
01/09/2020	Woodley Light Opera	288.40	Refund deposit
28/09/2020	Woodley Photographic Club	525.00	
25/09/2020	Woodley United FC	250.00	Grant 2020
		65030.43	

Woodley Town Council**Current Account****List of Payments made between 01/10/2020 and 31/10/2020**

Date Paid	Payee Name	Amount Paid	
15/10/2020	Adcock Refridgeration & Air Conditioning	577.38	Engineer repair pump-WPLC
15/10/2020	Advanced Maintenance UK Ltd	436.80	Boiler servicing
22/10/2020	Alan Hadley Ltd	676.80	Refuse collection
15/10/2020	ASAP Computer Services	138.00	Annual anti-virus charge-WPLC
01/10/2020	AYS Cleaning Contractors Ltd	15.19	Contract cleaning
22/10/2020	AYS Cleaning Contractors Ltd	2366.43	Contract cleaning
09/10/2020	Be Fuelcards Ltd	0.77	Admin charge
22/10/2020	Bowak Ltd	49.07	Cleaning supplies
22/10/2020	Brewers Decorator Centres	124.82	Building supplies
22/10/2020	Brown Bag Cafe Ltd	28.35	Catering service
01/10/2020	Broxap Ltd	654.00	Cast iron Ripon seat
22/10/2020	CDK Casting Ltd	178.20	Bronze plaques
01/10/2020	Club Manager Ltd	80.40	Gym-Club manager-mthly charge
20/10/2020	Ecotricity	77.35	Gas supply - Coronation Hall
20/10/2020	Ecotricity	363.25	Gas supply - Oakwood Centre
20/10/2020	Ecotricity	57.76	Gas supply-Chapel Hall
15/10/2020	EDF Energy 1 Ltd	15.62	Electric supply
12/10/2020	Epos Now Ltd D/D	30.00	Monthly -WPLC till charge
09/10/2020	Global 4 Communications	1266.06	Office phones & mobiles
27/10/2020	HMRC Cumbernauld	15646.97	PAYE & NI
28/10/2020	HMRC VAT	14105.91	VAT 2nd Qtr 2020
15/10/2020	John Stacey - Sons Ltd	696.00	Refuse collection
22/10/2020	Lamps-Tubes Luminations Ltd	1440.00	Christmas lighting-2020 WTCMI
27/10/2020	Les Mills Fitness UK Ltd	203.69	Bodybalance-Gym coach
01/10/2020	Lightatouch	1083.33	Internal Audit 2020/2021
14/10/2020	Lloyds Bank D/D	96.03	Cardnet service charges
22/10/2020	Lyreco UK Ltd	147.91	Stationery supplies
14/10/2020	Mainstream Digital Ltd	60.76	Phone/Qtrly rental
15/10/2020	Merchant Rentals Ltd	15.44	Carnet machine rental
15/10/2020	Merchant Rentals Ltd	18.40	Cardnet machine rental
15/10/2020	Personal Information	300.00	Mkt Mgr - WTCMI
15/10/2020	Personal Information	400.00	Sat Mkt Mgr-WTCMI
15/10/2020	Mrs K Vevers	650.00	Survey delivery to Woodley households
12/10/2020	Plusnet Plc	52.20	Phone-WTC
19/10/2020	Plusnet Plc	52.20	Phone-WPLC
01/10/2020	PNC FS UK Ltd-Arnold Laver & Co Ltd	191.16	Building supplies
27/10/2020	Prudential	307.24	AVC deducted - pay
01/10/2020	Public Works Loan Board	6676.72	Public Works Loan Board - loan payment 2020/2021 Investment fund re Oakwood
02/10/2020	Rathbones Investment	80000.00	Centre capital repayment
15/10/2020	SGW Payroll Ltd	165.98	Payroll services
15/10/2020	Siemens Financial Services	1100.80	Gym equip rental
15/10/2020	SSE Southern Electric	2380.63	Electric supply
12/10/2020	SWALEC	29.80	Electric supply-Toilet
26/10/2020	SWALEC	30.64	Electric supply-Toilet
15/10/2020	Technical Surfaces Ltd	360.00	3G pitch - Matchfit services
15/10/2020	Thames Valley Water Services Ltd	204.00	Monthly water checks
27/10/2020	The Berkshire Pension Fund	17827.89	Pension - employers and employees
22/10/2020	Trade UK - BandQ	1238.78	Building supplies

22/10/2020	Trade UK - Screwfix	583.29	Building supplies
27/10/2020	Unison Collection Ac	34.00	Union fees deducted from pay
22/10/2020	Veolia ES - UK Ltd	752.22	Refuse collection
15/10/2020	West Country Steel Buildings Ltd	9783.36	Building supplies-Depot project
15/10/2020	Wingfield Engineering Ltd	212.34	Clutch/brake fluid-KD51WTW
01/10/2020	Wokingham BC - Rates	2283.00	Rates - WPLC
01/10/2020	Wokingham BC - Rates	364.00	Rates - Coronation Hall
01/10/2020	Wokingham BC - Rates	165.00	Rates - Chapel Hall
01/10/2020	Wokingham BC - Rates	898.00	Rates - Oakwood Centre
01/10/2020	Wokingham BC - Rates	245.00	Rates - Toilet
		167938.94	

Clerk's Imprest Account

List of Payments made between 01/10/2020 and 31/10/2020

Date Paid	Payee Name	Amount Paid	
14/10/2020	(Personal Information)	38.50	Allotment keys cut
26/10/2020	(Personal Information)	59.97	Gym cancel refund
26/10/2020	(Personal Information)	197.00	Refund Credit Note
14/10/2020	(Personal Information)	13.00	OC keys cut
26/10/2020	(Personal Information)	20.40	WPLC cancel refund
21/10/2020	(Personal Information)	125.00	Refund deposit
30/10/2020	(Personal Information)	60.00	Refund Credit Note
20/10/2020	(Personal Information)	102.00	WPLC party cancelled
13/10/2020	Amazon.co.uk	67.15	Sq Frame blackboard
22/10/2020	Amazon.co.uk	5.55	400x Map push pins
21/10/2020	Clean-Hands.co.uk	252.89	99.9% Alcohol Sanitizer gel
23/10/2020	(Personal Information)	24.69	Gym cancel refund
01/10/2020	DIY-Kitchens.co.uk	116.97	Building supplies-Depot
27/10/2020	EE Mobile	15.00	Top up - EE Mobile WTC
06/10/2020	Kaspersky.com	54.99	Internet security
09/10/2020	Lloyds Bank D/D	13.50	Imprest service charges
28/10/2020	Lloyds Bank-WTC	49120.14	October 20 net payroll
07/10/2020	Solopress.com	433.00	Folded flyers & leaflets
13/10/2020	Solopress.com	-20.65	Refund Credit Note
20/10/2020	Solopress.com	-20.00	Folded flyers & leaflets
29/10/2020	Solopress.com	74.80	Folded leaflets & flyers
26/10/2020	The Oddfellows-Thames & Kennet	55.00	Refund Credit Note
30/10/2020	The Woodley WI	30.00	WTCMI refund-The Wdly WI
16/10/2020	Wickes Building	695.92	Building supplies-Depot
		51534.82	



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

30 September, 2020

**The Town Clerk
Woodley Town Council
The Oakwood Centre,
Headley Road, Woodley,
Berkshire,
RG5 4JZ**

Dear Deborah

First Interim Internal Audit Report

Woodley Town Council – April – August 2020

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. We confirm that we are independent of the Council.

The internal audit work to be carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2020-21 Annual Governance and Accountability Annual Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2020
- The Accounts and Audit (England) Regulations 2015 (as amended).

Background

Woodley Town Council had income and expenditure in 2019/2020 of between £2,500,000 and £3,000,000 and is subject to review by the External Auditor, PKF Littlejohn.

The completion of the Accountability and Governance Annual Return 2019/2020 has been submitted to the External Auditor. The conclusion of audit notice for 2019/2020 is yet to be issued. PKF Littlejohn will issue this notice after the completion of the Exercise of Public Rights period which ended on the 3 September 2020.

The Council is not a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Council's accounting records are maintained on RBS Omega Software

The Council Offices remain closed to the public due to the continuation of the Covid 19 pandemic. An interim audit review was agreed with the Clerk and Finance Officer to be carried out remotely on Monday 28 September 2020.

The Finance Officer has also provided back-up information from RBS Omega for the period April 2020 to August 2020 to support the current governance and financial management position of the Council. Additional information has also been provided by the Clerk on actions taken by Council to assess the risks during the continuing Covid 19 pandemic.

These include:

- The use of the Urgency Committee which will meet at least monthly to review and assess the Council's financial position for 2020/21 and 2021/22.
- The introduction of restricted use of Woodford Park Leisure facilities and the use of the Oakwood Centre provided under strict Covid 19 wipe down measures has been introduced although the latest Government Guidelines on the "rule of six" may prohibit further use for some groups and hirers in the foreseeable future.

It is noted that the short-term financial security has been affected by the loss of income since the beginning of Covid 19. Limited income has been received since the start of 2020/21 which has affected the overall position of General Reserves.

Longer term Investments are more stable although these are restricted and earmarked for the repayment of Oakwood Centre and for specific projects obtained through CIL and S106 monies.

The Council has furloughed Leisure Centre, Grounds Maintenance and Oakwood Centre staff and has applied and been successful in receiving monies through the Government Job Retention Scheme.

We understand the Town Clerk met with representatives from Wokingham Borough Council to discuss the Town Council's financial situation and possible support from the Borough Council. However, there is no additional funding available.

It is further noted that, as the Council staff who normally work out of the Oakwood Centre have been working remotely the use of Petty Cash has not been used since March 2020.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulations 2015 from the Council's website.

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures, and insurance documentation to ascertain the efficiency and effectiveness of the Town Council's internal control framework. This internal audit report is based on the audit testing carried out at this review.

During this review we checked a sample tested the following:

- Minutes of Council and Committee Meetings
- Policies and Procedures
- Bank and cash
- Investments
- Budgetary Management
- Income and expenditure
- VAT claims
- Covid 19 arrangements
- Financial Risk Assessment
- Transparency of the Council website

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Council continues to maintain its books and records on RBS Omega Software.
- Staff remain aware of the requirements of GDPR and the Council is registered with the ICO.
- Details of total payments authorised at meetings are recorded in the Minutes.
- All income records including cash and cheque transactions are appropriate and recorded correctly.
- All expenditure items could be traced and are recorded correctly in the financial ledger.
- All records continue to be up to date and easy to follow.
- The Council take an active scrutiny role.
- The budgeting process is detailed, thorough and monitored throughout the year.
- Bank reconciliations are carried out promptly each month and were accurate.
- VAT claims continue to be submitted to HMRC on a regular basis.
- The Council has applied for and received Furlough payments from HMRC to offset Employee costs.
- Sales Invoices are raised when appropriate to record income due to the Council.
- The Council have considered and Minuted the risks associated with Covid 19.

Recommendations

Transparency Code Regulations 2015

- The Council's website should be brought up to date to meet the requirements of the Transparency Code Regulations 2015 for the following areas:
 - all items of expenditure to be recorded above £500 (**Audit Note: We note that it is normal practice for the Council to record all payments in a listing on the website and this should be brought up to date**).
 - final version of Minutes of Council meetings to be uploaded
 - tender document and contract information to be brought up to date.

Other matters of note brought to the Council's attention

- We are pleased to report that the Council has updated its Covid 19 strategy at its Extraordinary Meeting on the 21 July 2020.
- We note that the risk assessment 2020/2021 has been updated to incorporate Covid 19 requirements although we recommend that the financial risks are also updated to ensure the

Council retain its financial security and to identify potential risks when budget setting for 2021/2022.

- We also note that the Council have maintained its legal obligation to ensure that all Minutes of Meetings are signed or initialled with a wet signature during the Covid 19 pandemic period.
- The transfer of the assets received from the Woodley Town Management Initiative has been completed. The Council are now in receipt of income from Concessions, Traders, and the Woodley Market on WTCMI's behalf.
- The Council has successfully claimed JRS Grant income from HMRC to offset costs of those members of staff who have been paid through the Government's Job Retention Scheme.
- The information supplied in the letter to Town and Parish Councils from the Chairman of JPAG (see separate attachment) relating to the Website Accessibility Regulations 2018 will need to be considered to ensure that Town Council can comply with the regulations. **(Audit Note: It is recommended that the Accessibility Statement records that scanned pdf documents do not comply with the Accessibility Regulations but these documents can be provided in an alternative format or on alternative media, on request).**

Conclusion

Based on the tests we have carried out at this interim internal audit review, in our view, the internal control procedures in operation are appropriate to meet the needs of Woodley Town Council except where we have made recommendations in this report.

Next visit

The next internal audit visit has been arranged for **Monday 22 February 2021**.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and expenditure
- VAT claims
- Financial Risk Assessment
- Payroll Information.
- Transparency Regulations 2015
- Website Accessibility Regulations 2018

Next Steps

This report should be noted and circulated to the next meeting of the Strategy and Resources Committee. The Council should decide what action will be taken on the recommendations we have made.

Tim Light FMAAT and Paul Reynolds FMAAT
Internal auditors

Woodley Town Council

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current operational matters relating to the Oakwood Centre.

Oakwood Centre Update

Catering

Notes of the Catering Partnership meeting held on 17 November are attached elsewhere in the agenda.

Closure

The Centre was required to close from 5 November as part of the lockdown regulations. The coffee shop has also been closed from that date. The catering partner has opted not to provide a takeaway only service from the centre during this period as this was not considered viable. We anticipate reopening to the public from 2 December onwards and continuing to accommodate as many bookings as possible within the restrictions in force going forwards.

Blood donation sessions have continued with one in November others booked for December and January.

Council Office

Office based staff continue to work from home where possible with some working in the office as required. Numbers visiting and working from the offices are kept to a minimum to ensure social distancing and minimise potential for virus transmission.

Bookings and room hire

Income from bookings;

April to Oct 2020	£10,696
April to Oct 2019 (for comparison)	£54,412

Bookings remain limited and take up will depend on the restrictions in place from 2 December. Officers are continuing to liaise regularly with hirers to maintain confidence in the centre as a covid-safe venue.

Roofing

The Strategy and Resources Committee meeting on 15 September approved the allocation of funding to carry out in-house repairs to the Oakwood Centre roof. These works have started and although hampered by the poor weather, will progress when possible.

Covid Vaccination

It is understood that doctors surgeries may require additional venues in order deliver Covid vaccinations when these become available. It is proposed that officers contact the local surgeries and the Wokingham CCG to explore the possibility of the Council's venues being utilised for this purpose. The Oakwood Centre and potentially the community halls and sports hall could be well suited to accommodate this. Should this yield a positive response a proposal would be brought to the Committee to consider the arrangements.

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider the proposal to make initial enquiries to local healthcare providers with a view to utilising the Council's venues in the roll out of the Covid vaccination programme.**

Woodley Town Council

Report of a meeting of the Personnel Sub Committee held at the Oakwood Centre via video conferencing at 5.30pm on Monday 16 November 2020

Present: *Councillors J. Anderson (Chairman), C. Jewell, J Sartoral, B. Soane,*

Officers present: *D. Mander - Town Clerk, K. Murray - Deputy Town Clerk*

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

2. **RESOLVED:**

- ◆ **That in view of the confidential nature of the business about to be transacted in relation to personal information, it was advisable in the public interest that the public and press be excluded.**

3. **COMMITTEE OFFICER RECRUITMENT**

Members considered the information provided about the capacity of other officers based at the Oakwood Centre that had been requested at the last meeting of the Sub Committee. It was noted that one staff member had more capacity than others and the Chairman suggested that this role could support the work of the Committee Officer on the Planning and Community Committee.

In addition, it was suggested that all officers set out a one page list of the work they do and what they are responsible for, as this could help if there were any absences through sickness. The Town Clerk and Deputy Town Clerk agreed to ask colleagues to provide information about their responsibilities and how these were met.

Having discussed the present capacity issues and in recognition of the ongoing nature of the Committee Officer's role it was

RESOLVED:

- ◆ **That, in line with the delegation by the Strategy and Resources Committee (27/10/20) for the Personnel Sub Committee to make a decision on this matter, it was agreed that the Committee Officer post be recruited to.**

Report of a meeting of the Investments Working Party held at the Oakwood Centre on Friday 6 November 2020 at 5pm. This meeting was held virtually.

Present: Councillors: K. Baker (Chairman); E. Rowland; J. Anderson

Officers present: D. Mander, Town Clerk; A. Basra, Finance Officer

Also present: C. Sargent, Rathbones Investment Management

Apologies: Councillor S. Brindley

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

To appoint Councillor Baker as Chairman for the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **INVESTMENTS**

- i) Charles Sargent presented the annual report on the Council's investment portfolio. He talked through the mandate for the management of the portfolio which included the council's attitude to risk as low. The asset allocation strategy for the period of the investment is provided at page 2 of the report from Rathbones Investment Management (see **Appendix B** to the Draft Treasury Management Strategy 2020/21 provided separately). The asset allocation is adjusted each year when the annual allocation is paid into the fund. At this point lower risk assets held totalled 80% of the portfolio with higher risk assets at 20%. The changes in asset allocation are displayed on page 4 of the report.

With regard to the Council's investment performance on pages 5 and 6 of the report it was noted that the fund was ahead of the benchmark and compared well against the Retail Price Index and the other benchmark index, the Consumer Price Index + 2%. Charles Sargent said it should be noted that the gradient of the Council's performance would level off as the fund approached 2025, when the first tranche of the loan on the Oakwood Centre would be paid, because of the balancing of the funds towards lower risk assets and that date approached. He also reported that the portfolio had returned a 66% return over the last 10 years and that the Council's investments had dipped by 7% while the FTSE had been down at 35% at its worst point. The plan for the portfolio is working as its value has been protected relative to this time last year. The value of the portfolio as at 31 October 2020 stood at £1,784,387. There was a brief discussion about future allocations and how the Council may wish to approach this. Charles Sargent suggested that the Council could consider not adding to the funds and that the portfolio would probably make its target - the gap at this point was £215,613. The view of the Working Party members was that the Council should continue to allocate funds to the portfolio to achieve its goal and that this might raise extra funds that could help support the Council's services/projects.

- ii) Members noted the investment monitoring sheet as at 30 September 2020.

- iii) Members noted receipt of the quarterly reports at 31 December 2019, 5 April 2020, 30 June 2020 and 30 September 2020. These reports filed at the Council offices.

It was noted that the portfolio had not achieved the target increase of £41,777 that had been included in the

There was a discussion whether Brexit would have a negative impact on the portfolio and Charles Sargent explained that Brexit was priced into the market at the present time

4. **DRAFT TREASURY MANAGEMENT STRATEGY**

- i) Members agreed the amendments set out in the Draft Treasury Management Strategy and also agreed that the information on the year's performance and anticipated increase in portfolio value for 2021/22 (to be provided by Rathbones following the meeting) and added to the Treasury be included in the draft to be presented to the Strategy and Resources Committee and Council (**APPENDIX 1**).

In response to a question as to whether Brexit could affect the markets Charles Sargent said that Brexit is priced into the market at the moment - Covid has had a larger impact on markets because of the old economy stocks in the FTSE relative to other markets.

To note: the loan payment dates are 31 March 2025 (when repayment of £775,000 is due) and the other on 30 March 2026 (when the final £1,225,000 is due).

RESOLVED TO RECOMMEND:

- ◆ **That the Strategy and Resources Committee recommend to Council that the Draft Treasury Management Strategy 2021/22, as presented, be adopted.**

5. **INVESTMENT MANAGER/COMPANY REVIEW**

Members considered the information provided regarding the review of the Manager /Company managing the Council's portfolio (**APPENDIX 2**) and having done so

RESOLVED TO RECOMMEND:

- ◆ **That Rathbones be engaged as the Council's investment advisors for a further five years to 2025.**

Meeting closed at 5.50pm

Woodley Town Council

Community Grants

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for the second round of awards in 2020/21 is £2,250.

The committee is asked to consider the following grant applications:

Organisation	Usual source of funding	Amount requested	Members/ Staff/Volunteers	Purpose grant required	Additional information
AFC Reading <i>(250 members, 90% from Woodley)</i>	Children's annual subscriptions and local business sponsors	£250	25 voluntary staff, no paid staff	Towards the cost of running 2 primary schools football tournaments for girls in Years 4 and 5, in March 2021 (or as soon as coronavirus restrictions allow) - to be held at Woodford Park Leisure Centre's 3G pitch. Girls currently have limited access to primary school football competitions in the area, with existing competitions tending to focus on Year 6 girls. The proposed tournaments will provide increased opportunities for girls to participate.	The Club aims to build skills, friendship and confidence for boys and girls in Woodley and surrounding areas through fun competitive football.
Berkshire Multiple Sclerosis Therapy Centre <i>(57 members/users from Woodley (4.8%))</i>	Donations from individuals, trusts and local authorities. Fundraising events and street collections have not been possible during the pandemic	£250	11 paid staff, 100 voluntary staff	To help fund the costs of a range of treatments such as physiotherapy, oxygen therapy, foot care and counselling, to allow sufferers to manage their condition, with the aim of helping people to stay independent for as long as possible. All treatments are provided in a Covid-safe manner, with many sessions being held virtually. Additional support by email and phone is being given during the pandemic, to ensure the mental well-being of members.	In 2019 the Centre provided 311 treatments for Woodley members. A voluntary donation towards treatment is requested, where possible, and the Centre makes up the shortfall.
Wokingham Job Support Centre <i>(6% of users from Woodley)</i>	Grants from parish, town and borough councils	£250	2 part-time paid staff, 9 voluntary staff	Towards the cost of providing internet access and training & support on how to find and apply for jobs. Coaching & advice is provided on CV writing, interview skills and the use of social media, with specific workshops for job seekers in the over 50 age group. Considerable demand for these services is expected as furlough ends.	The charity was set up because there is no Job Centre in Wokingham Borough. In the past year, at least 9 Woodley residents were helped, at a cost of approx. £1500.

Woodley Adopt A Street Project (WASP) <i>(200 members, 99% from Woodley)</i>	No regular source of income other than previous community grants, and equipment provided by Wokingham Borough Council.	£250	No staff	To purchase additional equipment for the volunteers to use (such as litter picker bag holders and hi-viz safety jackets).	Volunteers litter pick over 300 roads and community spaces in Woodley, and also support community events such as the Carnival, the Winter Extravaganza and the Britain in Bloom competition.
Individuals:					
Jade Coakley (Kick Twist Cheerleading)		£100		To help towards the costs of travelling and accommodation for the World Cheerleading Championships in USA in 2021 - grant to be subject to the condition that the event goes ahead.	Kick Twist Cheerleading, based in Woodley, has been selected to represent England at the World Cheerleading Championships.

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £250 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party political viewpoint

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up to date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

Woodley Town Council

COMMUNITY GRANTS TO INDIVIDUALS

Community grants of up to £100 are available to individuals under the age of 21 residing in the parish of Woodley who are excelling in sporting or cultural activities and bringing credit to the town and encouraging inspiration and motivation to the their peer group. Grant funding made to these individuals will be related to representation at county, regional, national or international events or activities.

Successful applicants:

- will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.
- may be required to provide proof of purchase if the funding is for a specific item.
- can only receive grants totalling £100 in any one year and cannot benefit from both a Community group grant and an individual grant in the same financial year (April – March).

Applications can be made by filling in a Community Grants for Individuals form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

Community grants to individuals will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants for individuals will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made electronically.

Approved 17/4/18

ALLOTMENTS RENT REVIEW

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information in order to consider the charges for allotment plots.

Background

In November 2019 the following was agreed to take effect from January 2021;

- 2.4% increase in the allotment rent rate for Woodley residents in line with Sept 2019 RPI

There are currently 374 tenanted plots of various sizes at the Reading Road Allotments site. Allotment plots are measured and let in a measurement known as poles. One pole is equal to an area of 25 square metres. Water is provided and accessible to all plots at the site and is charged at the rate of 40p per pole per annum for all tenants. The non-resident rent rate is set at 50% above the rate for residents. The pensioner rate offers a 25% discount on the standard rate.

The lease with Reading Borough Council for the site was renewed for 10 years in 2018 with an annual cost of £7,500.

Financial

Budget Exp/Inc 2019/2020 (Actual)

Expenditure	Staff	£6,983
	Water Rates	£2,567
	Lease	£7,300
	Repairs	£1,885
	TOTAL	£18,735
Income	Rents (inc water charge)	£13,124
	Net cost	£5,611

Budget Estimate 2020/2021

Expenditure	Staff	£7,046
	Water Rates	£3,600
	Lease	£7,300
	Repairs	£2,000
	TOTAL	£19,946
Income	Rents (inc water charge)	£13,586
	Net cost	£6,360

Allotment Rent Charges

Agreed charges from **January 2021**

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£47.60	£4	£51.60	<i>Pensioner Woodley Resident</i>	£35.70	£4	£39.70
	Non Woodley	£71.40	£4	£75.40	<i>Pensioner Non Woodley</i>	£53.60	£4	£57.60
5	Woodley Resident	£23.80	£2	£25.80	<i>Pensioner Woodley Resident</i>	£17.85	£2	£19.85
	Non Woodley	£35.70	£2	£37.70	<i>Pensioner Non Woodley</i>	£26.80	£2	£28.80

- Projected Income 2021/22 £13,912

**Projected income is an estimate and does not take account of plot turnover during the year due to tenancy terminations without reimbursement of rents paid. The allotment charging year is January to December so variances can fall into consecutive financial years.*

Proposal

Proposed charges for consideration from **January 2022** including:

- **1.1%** increase in allotment rent for Woodley residents - in line with September 2020 RPI
- Water charge remaining at 40p per pole, per year.
- Projected income £14,064

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£48.00	£4	£52.00	<i>Pensioner Woodley Resident</i>	£36.00	£4	£40.00
	Non Woodley	£72.00	£4	£76.00	<i>Pensioner Non Woodley</i>	£54.00	£4	£58.00
5	Woodley Resident	£24.00	£2	£26.00	<i>Pensioner Woodley Resident</i>	£18.00	£2	£20.00
	Non Woodley	£36.00	£2	£38.00	<i>Pensioner Non Woodley</i>	£27.00	£2	£29.00

Comparison Charges

Below is a list of current allotment charges for residents (per pole) from other Councils in the area. These are a guide based on the published prices for the year indicated.

	Standard charge per pole (inc water)	Year	Discount rates available
Woodley	£5.16	2020/21	25% pensioner reduction
Wokingham	£9.32	2019/20	25% pensioner reduction
Earley	£7.25 - £10.67	2020/21	Price per pole dependent on plot size
Bracknell	£4.40	2019/20	None
Newbury	£9.00	2020/21	Non residents pay resident rate x2
Henley	£4.75	2020/21	35% pensioner reduction
Thatcham	£6.20	2020/21	50% reduction for residents

Recommendation:

- ◆ **That Members note the contents of the report.**

- ◆ **That Members consider an increase in allotment plot charges from January 2022 of 1.1% - to reflect the Retail Price Index at September 2020.**

Woodley Town Council

**WOODLEY BOWLING CLUB
- LEASE OF LAND AND PREMISES AT WOODFORD PARK
- LICENCE TO OCCUPY**

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To propose that Members consider entering into a new Lease and Licence to Occupy with the Woodley Bowling Club.

BACKGROUND

The original lease of land currently used by Woodley Bowling Club was agreed in 1991 for a term of 30 years, expiring on 31 April 2021. The current Licence to Occupy was agreed in 2014 and also expires on 31 April 2021.

INFORMATION

Following a meeting with the President and Trustees of Woodley Bowling Club earlier this year, the club has confirmed that it wishes to renew the lease on the land and the licence to occupy.

Lease of land and premises at Woodford Park

The lease sets out the terms of the use of the land by the Woodley Bowling Club including:

- Annual Groundrent payment - reviewed every fifth year and increased by the Retail Price Index.
- A requirement for the Trustees to:
 - insure the Club's property (club house) and the landlords fixtures and fittings
 - observe and perform the covenants, provisions and stipulations
 - repair, maintain, cleanse and keep all property and buildings in good repair and condition
 - clean all drains and ditches
 - not allow signs or advertisements at the site without the landlord's permission
 - comply with fire regulations
- The club to be able to hold social events for club members and guests so long as the requisite licences for the bar are obtained and that no nuisance or disturbance is caused to adjoining owners or residents.
- The lease also covers actions to be taken if repairs are not carried out, payments are not made and if the covenants in the agreement are not complied with.

Licence to Occupy

The Licence to Occupy sets out the terms for use of the Bowling Green by Woodley Bowling Club including:

- The payment of a fee on 1 April each year for the use of up to 6 rinks by the club in season, allowing an additional rink to be used with the agreement of the licensor, which will be charged for. The fee to be increased by RPI each year.
- Hours of use in season from 11am (subject to advice from Grounds Maintenance Manager) to 30 minutes before dusk.

- The Licensee may allow other organisations or clubs to use the green on up to 5 occasions each year - the fee increases with RPI each year.
- Additional grass cuts will be charged at a rate, also increased by RPI each year.
- The Licensee must keep the property clean, tidy and must not make alterations, additions or damage to the green. It must also observe any rules and regulations the licensor makes and must keep the Licensor indemnified against all losses, claims, demands, proceedings or other liability.

It is proposed that a new Lease of Land and Premises and a new Licence to Occupy, on similar existing terms, be drawn up (possibly in one document, depending on advice from Shared Legal Solutions, Wokingham Borough Council) and that the new Lease and Licence cover 20 years from 1 May 2021 to 31 April 2041.

EQUALITY IMPACTS

The terms of the Lease and Licence should also include a requirement that Woodley Bowling Club produce, publish and operate under an appropriate equality/equal opportunities policy.

ENVIRONMENTAL IMPACTS

The terms of the Lease and Licence should also require Woodley Bowling Club to provide an appropriate environmental policy in keeping with the Town Council's environmental objectives.

RESOURCES

It is estimated that legal fees for the new Lease and Licence could be in the region of £1,500.

RECOMMENDATIONS:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider a renewal of the Lease and Licence for the use of the Land and Bowling Green on similar terms, as proposed in the report and including the requirement for equality and environmental policies, for a period of 20 years from 1 May 2021 to 31 April 2041.**

**Meeting of the Woodley Town Centre Initiative Committee, held on 7 October 2020
at 6pm – remotely via Zoom**

PRESENT

B Fennelly	Town Centre Manager	J Palterman	Market Manager
M Holmes	Chairman & Woodley Resident	A Jutson	Woodley Lions
Z Frasiniski	Vice Chairman & Woodley Resident	C Lawley	Woodley Resident
Cllr K Baker	WTC & WBC Councillor	S Smith	Woodley Resident
Cllr B Rowland	WTC Councillor	M Millard	Woodley Resident
G Cranford	WBC Economic Development Officer	I Hills	Woodley Resident
Cllr B Soane	WBC & WTC Councillor	H Beilby	WTC Admin Officer
Cllr J Cheng	WBC & WTC Councillor		
Cllr A Croy	WBC & B & W Councillor / NAG		

1 APOLOGIES AND WELCOME

MH welcomed all.

Apologies received from S Flower, Cllr S Boyt and M Risby

2 TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 22ND JULY 2020

Item 4: CL wished to clarify he did agreed with leader of the council being able to speak.
The Minutes were approved.

3 PROPOSED AMENDMENTS TO OUR CONSTITUTION.

1) add at the end of the paragraph on page 2, headed Chairman & Vice Chairman

The WTCMI Chairman and Vice Chairman both have voting rights at every meeting of the WTCMI Executive Sub Committee and Management Committee.

2) Insert at the end of the first sentence at 2.3 Woodley Town Centre Manager

And any urgent operational decisions need to be agreed with the Chairman (or Vice Chairman in the Chairman's absence).

After some discussion, a vote was taken: Item 1 was passed, but it was agreed NOT to pass item 2.

4 ELECTION OF WOODLEY TCMCI CHAIRMAN FOR 2020/21

1) Election of Woodley TCMCI Chairman and Vice Chairman for 2020/21

2) To appoint two traders' representatives with voting rights to the management committee

3) To co-opt up to four members with voting rights to the management committee

The two Wokingham Borough Council reps with voting rights are:

Cllr B Soane and Cllr J Cheng (Cllr Abdul Loyes as Deputy)

The two Woodley Town Council reps with voting rights are:

Cllr K Baker and Mrs M Holmes

In accordance with the WTCMI Constitution, it was clarified that *all individuals are able to attend meetings, as long as they are either Woodley residents or local traders, including market traders, local police along with representatives of any organisation which has a valid and direct bearing on the quality of life in the Town Centre.* KB also confirmed co- opted members could be any one who was permitted to attend the meeting.

KB proposed MH for Chairman, which was seconded by JC.

MH proposed ZF for Vice Chairman, which was seconded by KB.

Four co-opted members were agreed as follows: Zofia Frasiniski, Alan Jutson, Cllr Beth Rowland and Cllr Andy Croy.

There were no traders present at the meeting and these two positions will remain vacant for the time being. Brian Fennelly offered to sound out traders to ascertain if any of them will be interested in this role.

5 FINANCIAL REPORT / BUDGET REPORT

TCM BF presented his report, pointing out that expenditure was on track.

Money had been spent on the floral displays as he felt it was important to keep the town looking good. However, the Britain in Bloom competition had been cancelled for this year due to Covid-19. Although the extravaganza had been cancelled, there would be some costs incurred for the virtual event, for example the choir (carol singers).

IH congratulated BF on achieving income higher than expenditure.

Markets were performing well in line with revised budget, however, the car boot sales seemed to be suffering from lack of confidence, possibly due to the nature of the products and further discussions will be required.

MH thanked Brian for his report.

6 SATURDAY MARKET MANAGERS REPORT

JP reported the market is settling back down and doing well, with old traders returning along with a number of new ones. He has been able to maintain good spacing around stalls and he is hoping to experiment with a couple of extra places. Positive comments have also been overheard from visitors to the market.

A direct approach with potentially new traders at other markets has been employed whilst actively looking around for new stalls / traders.

The Facebook page is being utilised more and more, including the traders themselves.

IH stated it was a great tribute to JP, for getting people along and good to see it doing so well.

MH thanked JP.

BF also thanks JP for a fantastic job.

7 SECURITY IN THE TOWN CENTRE / POLICE REPORT

Although no team member was able to attend it was reported that they have been completing regular patrols through the town centre, have had next to no reports of begging, cycling issues or ASB and have been liaising with the 'Two Saints' homeless charity, who have been completing night walks to engage with the homeless in an attempt to house them.

8 TOWN CENTRE MANAGER'S REPORT

BF presented his report.

Although it's been tough going, we do not seem to be hit as hard as some, but it is going to be a challenging Christmas.

We now have a great new pop up Christmas shop in Woodley, possibly to be extended beyond Christmas.

The markets are ensuring safety and proving popular, with traders reporting good trade.

Very pleased with the way the Wednesday Artisans market is going. Dominic Chappell has done a great job, working very hard to attract new stalls.

The Vegan market is doing very well and has overtaken the car boot sales. It has proved a very good additional market and traders have had positive comments.

The car boot is a concern after a tentative start with PPE issues being more relevant than for other markets. We need to tread carefully to ensure it remains safe for people to visit.

BF is looking into a British based French market, which may be a good substitute for the cancelled French markets, especially for Christmas.

A Woodley Charity Day is planned as a goodwill gesture to support local charities on the 29th November, where they will have the town centre to themselves without charge. This can be done safely, with 20 to 25 stalls, providing them with much needed exposure and to let them know they have not been forgotten.

MH thanked BF for masterminding an alternative Christmas, which hopefully will be well received.

9 TREE GARDEN UPDATE AND FUTURE PLANS

As per Town Centre Managers report.

It was confirmed that WTCMI would not be involved in any costs relating to this project.

BF responded to a question from CL saying that he was originally made aware of this proposal by KB, in October 2019.

BF to send out further information to the committee, from the Woodley Town Council Strategy and Resources meeting regarding costs and seating.

BF is confident he will be consulted on further developments, Woodley Town Council to cc MH and BF with regards further information.

10 QUESTIONS THROUGH THE CHAIR FROM MEMBERS OF THE PUBLIC

IH enquired as to costs regarding the public toilet.

KB stated that as predicted the toilet had not been used much, even pre-pandemic and referred IH to the Income & Expenditure reported in the Strategy & Resources report from the town council. KB also confirmed that any losses would be covered by council tax.

IH also enquired as to whether the BT phone kiosk in the town centre would be removed at any time soon, and everyone agreed that it was an eyesore. Although BT had reported it was well used statistically and not on their list to be removed. AC reported that WBC & BT were consulting on this matter and the deadline for comments was 10/10/20.

SS concerned about more electric scooters in the town centre, which could be even more dangerous than the cyclists. BF reported he had not received any complaints as yet.

AJ to contact Kevin Murray, with regards replacing batteries in the defibrillator, donated by Woodley Lions.

BR to message BF with contact details of Woodley and Earley Teddy Bear Group with regards being involved in the Christmas video.

JP wished to make it understood and the committee aware for future reference that, if any seating is to be installed outside the wall, it may end up disappearing behind stalls on market days!

11 ANY OTHER BUSINESS

None.

MEETING FINISHED AT 8PM

Date of next Management Committee meeting for 2021 at 6pm (on Zoom until further notice).

Wednesday 20th January 2021

Wednesday 21st April 2021

Wednesday 21st July 2021

Wednesday 20th October 2021

PROJECTS SCHEDULE 2020/21*Project ID number is identifier only – not indication of priority.*

ID	Project update	Approximate Delivery
1	Woodford Park Green Flag Award application and works Green Flag awarded 2018 COMPLETE Green Flag awarded 2019 COMPLETE Green Flag awarded 2020 COMPLETE	COMPLETE
	Equality Impacts <i>Award criteria includes sections on inclusivity, audience development, access and community involvement and diversity.</i>	
	Environmental Impacts <i>Award criteria includes sections on sustainability, enhancing habitats, wildlife initiatives, tree management, waste management, pesticide use.</i>	
2	Construction of new maintenance workshop and welfare building, concreting of yard/install drainage <ul style="list-style-type: none"> • Revised plans produced in order to achieve facilities with existing electrical supply to the site - COMPLETE • Planning consent granted - COMPLETE • Modular toilet/shower and storage containers COMPLETE • Surface drainage installation – COMPLETE • Buildings Maintenance workshop space - COMPLETE • Vehicle storage building construction – Almost complete – <i>doors to be installed.</i> • Concreting of yard area – 50% complete <p><i>Timing factors</i> <i>Weather issues for concreting</i> <i>In house works progressing well - to be completed as time allows</i></p>	Jan 2021
	Equality Impacts <i>Building will be accessible and compliant with DDA regulations.</i>	
	Environmental Impacts <i>Energy consumption: Solar energy and air source heat pumps being investigated. Reduced energy requirements with new plan.</i> <i>Building to be insulated in accordance with current regulations.</i> <i>Electric vehicle charging point considered but not viable at this time due to limited electrical supply to the site.</i> <i>Contractors to have appropriate environmental policy and procedures.</i> <i>Rainwater harvesting tanks installed to provide stored water for washing down equipment and watering plants in the park.</i>	
3	Woodford Park lake restoration Tree works COMPLETE. In house preparatory works COMPLETE.	Mar 2021

	<p>Contracted dredging works and construction of boardwalk COMPLETE In house works for access ramp COMPLETE. Initial marginal planting COMPLETE. Pathway resurfacing works to be carried out in August/September 2019 (avoiding bird nesting season) COMPLETE. In house fencing work and hogging path to be completed over winter months.</p> <p><i>Timing factors</i> <i>Bird nesting season</i> <i>Staff capacity</i> <i>Works delayed due to Coronavirus situation</i></p>	
	<p>Equality Impacts <i>Boardwalk and paths DDA complaint.</i> <i>Trip hazards from tree roots in pathways addressed.</i> <i>Alternative routes available - avoiding steps.</i> <i>Open to the public at all times.</i></p>	
	<p>Environmental Impacts <i>Improvements to ecosystem & habitat.</i> <i>Some poor condition trees removed as part of project. This should be offset by tree planting elsewhere in the park.</i> <i>Potential for more visitors and related issues e.g. litter – this will be monitored and addressed as required.</i> <i>Contracted work carried out by appropriate contractor with detailed environmental policy and procedures.</i> <i>No works carried out during the bird-nesting season.</i></p>	
4	<p>Woodford Park destination play area An application for £200,000 from Section 106 developers contributions has been approved. Consultation carried out from April – August 2020. Tender pack/invitations to be advertised in September 2020. Closing date for tenders 18 Dec 2020</p> <p><i>Timing factors</i> <i>Staff capacity to move project forward</i> <i>Project development/consultation/contractor lead times</i> <i>Delayed due to Coronavirus situation</i></p>	August 2021
	<p>Equality Impacts <i>All equipment selection, landscaping and design will be carried out with inclusivity and play value as a priority. The design brief will allow for access and use by children with as wide a range of mobility and ability as possible and include areas for natural play, planting and sensory areas.</i> <i>Landscape architect with proven experience in designing high quality, inclusive play spaces will be selected. Full assessment to be carried out in the design stage.</i></p>	
	<p>Environmental Impacts <i>Design brief will require the design to compliment the surrounding park environment, make use of sustainably sourced materials and have a positive impact on the park environment through planting, bug areas etc.</i></p>	

<p>5</p>	<p>Woodford Park Leisure Centre Regeneration Works to convert storeroom into ladies toilets COMPLETE. Works to create new reception area and back office COMPLETE. Re-flooring of entrance area and corridors COMPLETE.</p> <p>Next stages; Improvements to the rear of the building and patio area Upgrade of electrical system / building rewire subject to available funding.</p> <p><i>Timing factors</i> <i>Staff capacity</i> <i>Minimising impact on activities and operation of the Centre</i> <i>Agreement on project elements and funding</i> <i>Delayed due to Coronavirus situation</i> <i>Availability of funding</i></p>	<p>TBC</p>
	<p>Equality Impacts <i>Building to be accessible and compliant with DDA regulations.</i> <i>Toilets also compliant with DDA and building regulations.</i> <i>Portable audio loop at reception.</i> <i>Signage to be high contrast for visually impaired.</i></p>	
	<p>Environmental Impacts <i>Energy efficient LED lighting installed in refurbished areas. Programme of replacement of old lighting stock with LED over coming months.</i> <i>All works to consider reduction in waste and energy consumption.</i></p>	
<p>6</p>	<p>Oakwood Centre roof repairs</p> <ul style="list-style-type: none"> • Professional surveys have been carried out and a number of issues identified as needing repair or further investigation. • Costings for remedial works being developed with specialist building envelope contractor. • Specialist contractor to be engaged to produce specification or works, carry out tendering and oversee implementation. • In house repair works to address as many issues as possible and delay more significant and expensive works for 3 – 5 years. <p><i>Timing factors</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Potentially phased work</i> <i>Tendering process</i> <i>Contractor lead times</i> <i>Availability of funding. Current financial situation prohibits full remedial works.</i></p>	<p>April 2021</p>
	<p>Equality Impacts <i>No changes to access or building use.</i></p>	
	<p>Environmental Impacts <i>Design spec to consider energy saving opportunities.</i> <i>Contractors to have appropriate environmental policy and procedures.</i></p>	

	<i>Include rainwater harvesting in design spec where possible.</i>	
7	<p>Town Centre Garden</p> <ul style="list-style-type: none"> Planting options considered by Leisure Services Committee – Sept 2020 Consultation carried out on uses/planting options Offers of financial and volunteer support received. Full Council approval of Section 106 finding from available monies once scheme agreed. Seating to be considered and consultation carried out to ensure inclusivity and appropriateness for the site. Leisure Services Committee 17 Nov 2020 approved basic planting schedule <p><u>Timing Factors</u> <i>Development of project plan/design/consultation</i> <i>Planting / establishment of planting scheme</i></p>	<p>Mar 2021</p> <p>April – Jun 2021</p>
	<p>Equality Impacts <i>Seating will be DDA compliant – consultation with disability groups to be carried out as part of project.</i> <i>Works have addressed issues of uneven paving causing problems – particularly for older people and those with vision impairment.</i> <i>Opportunity for planting to provide sensory elements.</i> <i>Access to the garden for volunteers carrying out works to be considered and addressed as required going forwards – access at present over top of wall only.</i></p>	
	<p>Environmental Impacts <i>WBC Tree Officer will assess any works required to trees.</i> <i>Opportunities for planting to encourage pollinators.</i> <i>Planting selection to consider minimising watering requirement.</i></p>	

SCHEDULE OF MEETINGS - 2021/22

All Council and Committee meetings are held on Tuesdays. Planning Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANNING & COMMUNITY	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2021</u> 18 May 15 June	<u>2021</u> 1 June (SH)	<u>2021</u> 8 June	<u>2021</u> Annual Meeting: 11 May 22 June
13 July 10 August (SH) 7 September	31 August (SH)	14 September	28 September
5 October 2 November 30 November	16 November	23 November	7 December
<u>2022</u> 4 January 1 February	<u>2022</u> 18 January	<u>2022</u> 25 January	<u>2022</u> 8 February
1 March 29 March 26 April	12 April (SH)	19 April (SH)	Town Electors: 8 March Annual Meeting: 10 May

(SH = School Holidays)

SCHOOL TERM DATES

2021 Monday 19 April to Wednesday 21 July
Wednesday 1 September to Friday 17 December
(NOTE: Training days - to be agreed)

Half Term: 31 May - 4 June
Half Term: 25 October - 29 October

Good Friday: 2 April 2021
WBC Elections: 6 May 2021

2022 Tuesday 4 January to Friday 8 April
Monday 25 April to Thursday 21 July
(NOTE: Training days - to be agreed)

Half Term: 21 - 25 February
Half Term: 30 May - 3 June

Good Friday: 15 April 2022
WBC Elections: 5 May 2021

Wokingham Borough Council

Consultation on the Code of Conduct for Elected Councillors

Deadline date for responses

Friday 11 December 2020.

Details of consultation

The consultation seeks views on proposed changes to the Council's Code of Conduct for elected Councillors. The Borough Council's Code of Conduct covers Borough, Town and Parish Councillors. In voting for local Councillors residents place the successful candidates in positions of responsibility and trust. The Code of Conduct sets out the behaviours that are expected of Councillors in order to maintain that trust. The behaviours, known as the seven principles of public life are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Elected Councillors should act with integrity and honesty, treating people with civility and impartiality, avoiding conflicts of interest and ensuring that public resources are used prudently in the public interest. The Code of Conduct sets out the procedure for Councillors to register and declare financial and other interests. It also states that Councillors must not do anything which may cause the Council to breach any of the provisions of the Equality Act 2010.

The Committee on Standards in Public Life has published a set of Best Practice principles relating to standards in local government. These principles are set out below together with a summary of the current position in the Council's Code of Conduct. Also set out below are proposed changes to parts of the Code of Conduct.

We would welcome your overall views on the Code of Conduct and your specific views on the proposed changes highlighted below.

How to respond

Please send your response to Neil Carr – neil.carr@wokingham.gov.uk or by post to Democratic Services, Wokingham Borough Council, PO Box 151, Shute End, Wokingham, RG40 1WH.

Best practice recommendations and the **current situation** are set out below – potential changes to the Code of Conduct are **highlighted**.

Best practice 1: Councils should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Current situation - Guidance on Bullying and Intimidation is set out in the Borough Council's Code of Conduct. **Views are sought on a proposal that guidance on the use and potential misuse of Social Media also be included in the Code of Conduct together with the following statement:**

“Councillors should be aware that their behaviour in public is, rightly, under public scrutiny and should adhere to the provisions of the Code of Conduct. This includes statements on publicly accessible social media”.

Best practice 2: Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by Councillors.

Current situation – Appropriate provisions are included within the Borough Council’s Constitution.

Best practice 3: Councils should review their Code of Conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Current situation – an annual review of the Code of Conduct will be undertaken by the Standards Committee, with public consultation on significant changes.

Best practice 4: An authority’s code should be readily accessible to both Councillors and the public, in a prominent position on a Council’s website and available in Council premises.

Current situation – Officers are reviewing Code of Conduct information on the Council’s website and the effectiveness of the online process for registering complaints.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV (a data record format).

Current situation – The gifts and hospitality register is being updated and will be published in line with Best Practice 5. ***Views are sought on a proposal to amend the value of declarable gifts from £25 to £100.***

Best practice 6: Councils should publish a clear and straightforward public interest test against which complaints/allegations are filtered.

Current situation – The public interest test is set out within the Council’s Constitution. Each complaint received is considered by the Monitoring Officer, Independent Person and Chairman of the Standards Committee against a number of criteria including Public Interest – is the public interest served in referring the complaint further.

Best practice 7: Local authorities should have access to at least two Independent Persons who provide independent input and comment into the complaints process.

Current situation – WBC currently retains three Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation into a complaint and should be given the option to

review and comment on allegations which the Responsible Officer is minded to dismiss as being without merit, vexatious or trivial.

Current situation – All Code of Conduct complaints are subject to consultation with an Independent Person.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the Code of Conduct engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Current situation – Breaches of the Code of Conduct resolved following a formal investigation are published on the Borough Council's website and reported to the Council. Breaches which are resolved informally (e.g. through mediation or a written apology) are not reported publicly. **Views are sought on three possible options:**

- 1. Maintaining the current position whereby complaints resolved informally are not reported publicly on the Council website.**
- 2. Publishing the outcome of complaints which are resolved informally on the Council's website.**
- 3. Removing the informal route from the Code of Conduct so that all complaints are resolved via a formal investigation.**

Best practice 10: Councils should have straightforward and accessible guidance on their website on how to make a complaint under the Code of Conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Current situation – Guidance is provided on the Council's website. Officers are reviewing the guidance in line with Best Practice 10.

Best practice 11: The Committee on Standards in Public Life found ongoing difficulties in resolving standards matters where Town/Parish Council Clerks were not well supported by the relevant Council in making and resolving complaints. It concluded that Town/Parish Councils should take corporate responsibility rather than leaving these matters to the Clerk. Formal complaints about the conduct of a Town/Parish Councillor towards a Clerk should be made by the Chair or by the Town/Parish Council as a whole, rather than the Clerk, in all but exceptional circumstances.

Current situation – The initial handling of complaints of this nature are currently a matter for individual Town and Parish Councils' discretion. **Views are sought, especially from Town and Parish Councils, on the adoption of the procedure set out in Best Practice 11.**

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to Town and Parish Councils within the remit of the principal authority (WBC). They should be provided with adequate training, corporate support and resources to undertake this work.

Current situation – This is part of the Borough Council Monitoring Officer’s role. Training and support are provided.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a Code of Conduct investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Current situation – Procedures are currently in place in line with Best Practice 13.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place.

Current situation – Regular reports are currently submitted to the Borough Council’s Executive which provide updates on finance, operational matters and changes to company directors. Officers will review the accessibility of company agendas, minutes and reports in line with Best Practice 14.

Best practice 15: Senior Officers should meet regularly with political Group Leaders or Group Whips to discuss Code of Conduct issues.

Current situation - Best Practice 15 will be formalised through more regular meetings between senior Officers and political Group Leaders/Whips, including an annual meeting.

Note: The report of the Committee on Standards in Public Life, including the Best Practice principles, can be accessed here:

<https://www.gov.uk/government/collections/local-government-ethical-standards>

**MINUTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 19 OCTOBER 2020 AT 7.00 - 8.45 PM**

Councillors Present

Michael Firmager (Chairman), Stephen Conway, Dianne King, Tahir Maher, Gregor Murray and John Halsall

Parish/Town Council Representatives

Roland Cundy	Finchampstead Parish Council
John Anderson	Swallowfield Parish Council
Tony Farnese	Sonning Parish Council
Liz Halson	Clerks Forum
Shaun Hanna	Winnersh Parish Council
Roy Mantel	Twyford Parish Council
Ken Newland	Wokingham Without Council
Vanessa Starkey	Arborfield & Newland Parish Council
Steve Bromley	Finchampstead Parish Council

Officers

Nick Austin (Assistant Director, Customer and Localities), Ian Bellinger (Senior Specialist, Place Commissioning), Neil Carr (Principal Democratic Services Officer) and Mark Redfearn (Head of Localities Service)

31. ELECTION OF CHAIRMAN

The Forum elected a Chairman for the 2020/21 Municipal Year.

RESOLVED: That Michael Firmager be elected Chairman of the Borough Parish Liaison Forum for the 2020/21 Municipal Year.

32. APPOINTMENT OF VICE-CHAIRMAN

The Forum appointed a Vice-Chairman for the 2020/21 Municipal Year.

RESOLVED: That Roland Cundy be appointed Vice-Chairman of the Borough Parish Liaison Forum for the 2020/21 Municipal Year.

33. APOLOGIES

Apologies for absence were submitted from Lesley Foxwell, Andrew Grimes, Geoff Littler, Majid Nagra, Alistair Neal, Ken Newland, Jan Nowecki and Dawn Peer.

34. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Forum, held on 10 February 2020, were agreed as a correct record and would be signed by the Chairman at a later date.

35. MATTERS ARISING

There were no matters arising.

36. DECLARATION OF INTEREST

There were no declarations of interest.

37. UPDATE ON CLIMATE EMERGENCY

Councillor Keith Baker (Leader, Woodley Town Council) addressed the Forum and gave a presentation on the steps taken by the Council in declaring a Climate Emergency and developing a Climate Emergency Action Plan. Kevin Murray (Deputy Town Clerk) also attended the meeting in order to answer Member questions.

Woodley Town Council declared a Climate Emergency on 1 October 2019. On 21 January 2020 the Council set up a Climate Emergency Working Party made up of three Councillors, including the Leader and the Leader of the Opposition. The aim of the Working Party was to monitor new ideas and assess progress as the Action Plan was implemented.

The presentation informed Members that Woodley Town Council had already started to plan a number of climate-friendly actions before declaring a Climate Emergency. These included installing LED lighting and solar panels, reviewing electricity and gas supply contracts and harvesting rainwater at the grounds depot. In February 2020, the Council changed its gas supply contract to a contract delivering 100% carbon neutral gas. The new arrangement was estimated to save 99,173 kgCO₂e per annum. The installation of solar panels at the Oakwood Centre and the Woodford Park Leisure Centre was estimated to save a further 12,700 kgCO₂e per annum.

The Climate Emergency Action Plan had three key principles:

- Reduce the Council's carbon footprint to zero by 2030;
- Encourage carbon reduction in the wider Woodley community;
- Participate in and promote local and national environmental and carbon reduction initiatives where possible.

The Action Plan included 14 specific targets, as follows:

- Switch all energy accounts to 100% renewable sourced energy;
- Upgrade all lighting to LED throughout the Council's buildings and facilities;
- Harvest rainwater from Council buildings and facilities;
- Reduce petrol/diesel consumption of grounds maintenance machinery/operation;
- Reduce carbon from staff commuting to work by car;
- Tree planting;
- Reduce waste sent to landfill;
- Reduce/eradicate single use plastics throughout Council operations and service areas;
- Run carbon neutral events;
- Encourage behaviour change;
- Eradicate carbon release from burning/bonfires;
- Participate in and promote wider initiatives, e.g. Wokingham Borough Council Climate Emergency Action Plan;
- Assess and reduce carbon impact of purchasing goods and services;
- Ensure ongoing commitment and consistent approach.

In the ensuing discussion, members of the Forum raised the following points:

Gregor Murray stated that some of the initiatives in the Woodley Town Council Action Plan could be replicated by other Towns and Parishes in the Borough. The Borough Council

was keen to work with the Town and Parish Councils to share ideas and develop joined-up solutions.

Michael Firmager asked for more information on the use of “fan banks”. It was explained that rather than having individual air conditioning units on buildings, the use of a fan bank, with a number of smaller units, could provide more flexibility and targeted use of energy. The concept had been successfully trialled at Heathrow Terminal 5 and buildings in London.

What was the one thing that Town and Parish Councils could do to tackle the Climate Emergency? Keith Baker commented that this depended on whether or not Towns and Parishes had their own facilities. If so, looking at renewable energy sources and solar panels would be a positive first step. Woodley Town Council were happy to share their experiences and learning with other members of the Forum. There may be benefits in Towns and Parishes working together to develop new ideas and economies of scale.

RESOLVED That:

- 1) Keith Baker and Kevin Murray be thanked for attending the meeting;
- 2) Town and Parish Councils contact Woodley Town Council with any further questions relating to the presentation.

38. UPDATE ON PROPOSED CHANGES TO THE PLANNING SYSTEM

The Forum considered a report (set out at Agenda pages 11 to 50) and a presentation on two current Government consultations which may have a significant impact on local communities through changes to the Planning system.

Ian Bellinger (Category Manager for Growth and Delivery) attended the meeting to give the presentation and answer Member questions.

John Halsall introduced the item and gave details of the steps taken by the Council to protest against the proposed changes to the Planning system. This included making contact with a large number of MPs and local authorities. At the recent debate in Parliament, the Borough’s MPs had spoken against the Government’s proposals.

In relation to the first Government consultation, the presentation referred to the Government’s publication of a number of proposed changes to the planning system, covering the following broad areas:

- Revisions to the standard method of calculating Local Housing Need;
- Introduction of a new First Homes requirement;
- Temporary revisions to exclude small and medium developers from affordable housing requirements;
- Extension of the Permission in Principle process from minor developments to major developments.

The proposed revision for calculating local housing need would result in Wokingham Borough’s requirement increasing from the current level of 789 to 1,635 dwellings per annum, a 107% increase.

The Council's recommended response drew attention to a number of key flaws with the approach of a standard method, particular with regards to data for Wokingham Borough, and requested the Government to scrap the approach and instead introduce an alternative approach which takes into account a range of factors to establish a robust housing requirement in consultation and engagement with local authorities.

Factors should include demography and affordability but also other factors such as infrastructure investment, environmental impacts and proportionality. Household projections and affordability should not be applied without judgement being exercised. The outcome should remain in place for a period of time, and not be amended on an annual basis to enable a genuinely plan-led system.

The consultation proposal also include a number of actions that would limited the ability of the Council to secure affordable housing. These included requiring a minimum of 25% of all affordable housing units to be First Homes, and moving the threshold at which local authorities could require a contribution towards affordable housing from the current 10 dwellings to 40 or 50 dwellings.

The second Government consultation, the 'Planning for the Future' white paper was published for consultation on 6 August 2020.

The white paper proposed fundamental changes to the way the planning system operated. The proposals were high level and in many places there was a lack of detail necessary to understand the Government's intentions, consider local implications or provide meaningful comment. Notwithstanding, some of the key themes running through the white paper were as follows:

- A move away from decisions based on guiding principles, towards specific rules and standards, many of which would be set by the Government;
- A move to key parameters being set by the Government, including the housing requirement and an Infrastructure Levy (incorporating affordable housing);
- A focus of democratic oversight and consultation on planning being at the plan-making stage, with slimmed down engagement at subsequent development management stages;
- A focus on electronic forms of engagement and shorter timeframes.

The Government's proposals were based around what were described as three pillars:

🎬 Pillar One – Planning for Development.

🎬 Pillar Two – Planning for Beautiful and Sustainable Places.

🎬 Pillar Three – Planning for Infrastructure and Connected Places.

The consultation was due to run until Thursday 29 October 2020 and asked 26 specific questions.

The Council's proposed response to the consultation stated that proactive and positive local authorities, such as Wokingham Borough, have shown that high quality developments of a strategic scale can be planned for, funded and delivered alongside substantial infrastructure investment under the current system. The introduction of mechanisms such as the five year housing land supply test and the presumption in favour of sustainable development have not worked to resolve focused issues of delivery in a few

areas, but have instead acted to obstruct proactive, plan-led developments through undermining public confidence in the planning system.

In the ensuing discussion, members of the Forum raised the following points:

What were the implications of the Government proposals for the status of land known as countryside in protected areas? Ian Bellinger commented that countryside not planned to be built on would be included in protected areas. Strategic Development Locations would be included in growth zones. More detail was required in order to understand the full impact of the proposals.

What would be the impact of the replacement of CIL by an infrastructure levy, in terms of the flow-down of funds to Town and Parish Councils? Ian Bellinger stated that there was still an expectation that money would flow down to Town and Parish Councils. Again, more detail was required in order to understand the specific impact.

What was the position relating to Towns and Parishes who were working on Neighbourhood Plans – should they be paused? Ian Bellinger commented that Neighbourhood Plans could add value in relation to specific local issues. There was no reason to pause work on Neighbourhood Plans as the Government's proposals required much more detail and consideration, which could take several years. The outcome may be quite different to the current proposals.

RESOLVED That:

- 1) Ian Bellinger be thanked for attending the meeting;
- 2) the presentation slides and a link to the Council's response to the Planning for the Future consultation be circulated to members of the Forum.

39. COVID-19 PANDEMIC - COMMUNITY SAFETY RESPONSE

The Forum considered a report, set out at Agenda pages 51 to 60, which gave details of the Borough Council's response to a range of community safety issues during the pandemic.

Nick Austin (Assistant Director, Customer and Localities) and Mark Redfearn (Head of Localities Service) attended the meeting to present the report and answer Member questions.

The report stated that the effects of the Covid-19 pandemic had been wide-ranging and a number of services have continued to be delivered to respond to concerns about crime, anti-social behaviour, compliance with Covid-19 regulations and other issues that impacted on the wider community safety agenda.

Lockdown restrictions led to a decrease in some types of crime such as residential burglary as homes were occupied for longer. However, living in close proximity for extended periods combined with periods of good weather led to an increase in anti-social behaviour and concerns about compliance with the lockdown and social distancing rules.

The report had been prepared with input from the Borough Council's Community Safety, Localities, Place and Environmental Health Teams. It summarised some of the impacts

and the actions taken by the Borough Council, working with partners, to keep residents safe and reduce the impact of crime and anti-social behaviour.

The report gave details of police recorded crime April to June 2019 compared with the April to June 2020 lockdown period, as follows:

Crime Type	April - June 2019	April - June 2020	% Change	Change Actual	
All Crime (excl. fraud)	1712	1709	+0%	-3	↑
Residential Burglary – Dwelling	62	38	-39%	-24	↓
Burglary – Sheds/Garages	23	29	+26%	+6	↑
Violence with injury	164	180	+10%	+16	↑
Domestic Abuse Recorded Incidents	182	174	-4%	-8	↓
Domestic Abuse non recorded Incidents	121	48	-60%	-73	↓
Drugs offences Possession*	54	60	+11%	+6	↑
Criminal Damage	229	183	-20%	-46	↓
Theft of Vehicle	50	38	-24%	-12	↓
Theft from Vehicle	107	55	-49%	-52	↓
Hate Crime	78	101	+29%	+23	↑

The crimes affected by Covid-19 were burglary and theft from a vehicle, which reduced significantly over the lockdown period as residents remained at home reducing the amount of properties being left unoccupied. As only essential car journeys were permitted, the reduced number of organised groups traveling to the Borough to carry out these crimes was also considered to be a factor. Since the easing of the lockdown, burglary has begun to increase. Crime reporting was discussed at multi-agency Community Safety Partnership meetings and a monthly problem-solving tasking group.

The report gave details of other issues such as domestic abuse. Data from other countries indicated that lockdowns resulted in a spike in the number of incidents. The local situation was being monitored closely through weekly multi-agency meetings with key partners.

The report also gave details of the impact of the pandemic on a range of community safety issues, including anti-social behaviour, scams and doorstep crimes, fly-tipping, bonfires, noise complaints and illegal encampments.

In conclusion, the report stated that the Covid-19 lockdown presented some new and unexpected challenges as well as exacerbating some of the effects that were seen during shorter holiday periods of good weather by. The Borough Council responded with partners to a range of challenges as they presented themselves.

Maintaining accurate, timely and clear communication with residents, businesses, and service delivery partners had been crucial during these uncertain and changing times. This had provided vital information on how to manage the unexpected elements of responding to the Covid-19 outbreak, as well as providing confidence that important and valued elements of service delivery have been able to continue.

One common frustration with a number of issues faced during lockdown was managing residents' expectations about what the Council was able to do in response to the restrictions and some community safety issues such as low level anti-social behaviour and noise nuisances. In many cases it was those issues, where local authority powers were limited, that persisted throughout the lockdown and generated the most interaction with Councillors from the Borough and Town and Parish Councils.

In the ensuing discussion, members of the Forum raised the following points:

What interventions and constructive diversionary activities was the Borough Council implementing to prevent anti-social behaviour amongst school age teenagers? It was confirmed that a number of activities were ongoing. These included activities for youngsters linked to Reading FC and the work of the Council's community engagement officers. It was recognised that the next few winter months would provide additional challenges in terms of finding a range of positive activities and preventing mental health issues affecting young people.

The impact of increasing adult unemployment, following reduced Government support, would also provide additional mental health challenges. Borough Council officers were seeking to work with the Towns and Parishes to understand local issues and to ensure that targeted support was available for local communities.

RESOLVED That:

- 1) Nick Austin and Mark Redfearn be thanked for attending the meeting;
- 2) The update on the community safety response to the pandemic be noted.

40. FUTURE AGENDA AND URGENT ISSUES

The Forum considered a report, set out at Agenda pages 61 to 62, which gave details of potential items for consideration at future meetings of the Forum.

RESOLVED That:

- 1) the list of potential future Agenda items be noted;
- 2) any further suggestions for Agenda items be submitted to Neil Carr, Democratic Services at Wokingham Borough Council.

41. DATES OF FUTURE MEETINGS

The Forum considered the dates for remaining meetings in the 2020/21 Municipal Year.

RESOLVED That:

- 1) The next meeting of the Forum be held on Monday 8 February 2021;
- 2) The proposed meeting date of 12 April 2021 be reviewed in light of arrangements for the May 2021 elections.

Woodley Town Council

**Minutes of the Urgency Committee - held via video conferencing on
Monday 5 October 2020 at 6:00pm.**

Present: *Councillors K. Baker (Chairman); D. Bragg; C. Jewell; D. Mills;
P. Wicks*

Officers Present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk*

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

2. **MINUTES OF THE MEETING HELD ON 22 SEPTEMBER 2020**

Members noted the minutes of the meeting held on 22 September 2020.

Under this item the Town Clerk reported that a total sum of £73,504.05 from Earmarked reserves had been identified and added to the Council's general reserve, slightly higher than the figure of £71,893.65 reported in the minutes of the meeting on 22 September 2020.

Under this item Councillor Jewell expressed her disappointment that her comments relating to the use of the Urgency Committee to oversee the Council's financial situation had not been reported. She also questioned the urgency of this, given that there had been a meeting of the Strategy and Resources Committee a week earlier. Councillor Jewell believed that this matter could wait until another Strategy and Resources Committee meeting and also suggested that the Urgency Committee membership be reviewed, as part of the Standing Orders review, to allow the Leader of the Opposition or a nominated substitute to attend an Urgency Committee meeting.

3. **WOODLEY TOWN COUNCIL TAX (PRECEPT CONSULTATION)**

The Chairman introduced this item and commented that there was no crystal ball in the current situation and no one could know at this point the level of detail or the actions that may need to be taken in the future, in terms of the Council's financial situation. He also stressed that the Town Council Tax consultation would provide guidance and information to the Council which would be taken into account as part of the budget setting for next year.

The Town Clerk explained that the draft consultation included 4 options of increase in the precept level for residents to respond to. In response to a question from the Liberal Democrat Group about the monthly cost of each option, the Town Clerk had provided this before the meeting to members of the Committee. On current figures the Council was facing a shortfall of around £265,000 and the Council would have a more accurate picture in December/January when the budget and precept need to be set. The Council needed to carry forward a general reserve of at least £231,000 into the 2021/22 financial year. The review of the Earmarked Reserves had released £73,504 and, along with the £14,000 Repairs and Renewals budget also added, the general reserves are currently estimated to be £352,316. It should be noted that some of these funds may be needed to support year-end income or expenditure. The Council also needed to plan going forward into 2022/23 with reasonable reserves levels.

Members then discussed the confidential draft consultation seeking residents' views on the level of Town Council tax increase that households would support for the 2021/22 financial year. This had been provided to all councillors for comment or amendment. The Chairman made it clear that the options to be presented had been generated by officers, for consideration by the Urgency Committee.

Members discussed the comments/questions received from the Liberal Democrat councillors:

How much would each option raise?

A 43p increase would raise an additional £240,638

A 65p increase would raise an additional £360,956

An 87p increase would raise an additional £481,275

A £1.09 increase would raise an additional £601,594

How long would it take to regenerate reserves under each option?

The Chairman confirmed that all the standing committees and Full Council would receive the agenda and minutes from the Urgency Committee meetings. The make up of the Urgency Committee included the 3 chairmen of committees, the Mayor and the Leader of the largest opposition group who should all be able to contribute and guide the Council to deliver the budget.

Councillor Jewell proposed to leave the Group's third comment for a later meeting.

A suggestion that providing the monthly increase figure for each option would better inform residents of the cost as most people budgeted monthly - or providing a percentage increase, which would be more open and transparent.

The Chairman referred to his background in marketing and explained that people relate more to prices of ordinary items, eg a cup of coffee, than percentage increases. This often led to a higher return rate because it was tangible. Councillor Jewell expressed concern about those on lower incomes.

What would happen if residents agree the 43p weekly increase – possibly leading to closures/redundancies – what would the Council close?

The Chairman responded that if this level was not appropriate then the precept charge would have to be higher, if need be. The Council had not so far looked at possible closures or redundancies.

The Council should quantify the amount raised against each option to show the public.

The Chairman responded that this, in terms of marketing, would look huge and residents would be concerned about the level of expenditure, without having further information.

Should there be other choices to give residents ie cutting/not cutting capital projects against less/more precept income.

On this question Councillor Jewell asked whether the Council was spending any money from reserves on projects and said the Council should just be looking at funding repairs and renewals.

The Town Clerk responded to report that ongoing projects at Woodford Park Leisure Centre and the Grounds/Maintenance depot were paid from a Public Works Loan Board loan and that the only other project about to get underway was the new play area behind the Oakwood Centre which had Section 106 funds allocated by Wokingham Borough Council of £200,000. The Council did not have any other projects planned. It was also confirmed that £45,000 allocated this year to the Capital Programme fund had been withdrawn in order to support the Council's General Reserve.

No other comments or amendments were received from members of the Council.

Voting:

FOR	Abstentions
K. Baker	C. Jewell
D. Bragg	
D. Mills	
P. Wicks	
For: 4	Abstentions: 1

Meeting closed at 6:35pm

To: **Members of the Urgency Committee**

Councillors: K. Baker (*Chairman*), D. Bragg, C. Jewell, D. Mills, P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Urgency Committee will be held at 6 pm on Monday 5 October 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.



Deborah Mander
Town Clerk

A G E N D A

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members relating to the business of the meeting.

3. MINUTES OF THE MEETING HELD ON 22 SEPTEMBER 2020.

To note the minutes of the meeting held on 22 September 2020 (**Appendix A**). These minutes were included in the agenda of the Council meeting held on 29 September 2020.

4. WOODLEY TOWN COUNCIL TAX (PRECEPT) CONSULTATION

- a) To note the confidential draft consultation document seeking residents' views on the level of Town Council tax increase that households would support for the 2021/22 financial year (**Appendix B**).
- b) To note that the draft consultation document (marked confidential) was provided to all Town Councillors on 1 October 2020 and who were invited to make comments on or amendments to the draft by Sunday 4 October 2020.
- c) To consider any comments and suggestions received from Councillors and to make any amendments to the draft consultation document, as agreed.
- d) To approve the final draft of the consultation document.
(Current timings are to print the consultation document on 6 October and to start delivery to all households from 8 October 2020.)



Consultation on Woodley Town Council Tax

This is an important question about the funding of
Town Council Services in 2021/22.

Dear Resident

Financial problems caused by Covid-19 mean that the Town Council is facing a difficult year in 2021/22. To continue to deliver our services we need to increase the level of Town Council tax (the precept).

We work for the people of Woodley and pride ourselves in providing good facilities and services for the town. We want to be able to continue to do this. If each household pays a little more next year, we should be able to protect the community of the town and keep its service and facilities for years to come.

For more information please see overleaf, or contact taxconsultation@woodley.gov.uk

Please reply. It is important that we hear from as many local people as possible.

Please tick ONE box, then cut off this section of the card and return it to us by putting in in your local Royal Mail post box.

To save the Council money you can:

- Add a stamp to the reply card
- Put the reply card in the collection box at the Oakwood Centre
- Answer online at www.woodley.gov

-----✂-----Please complete, tear off and return the section below-----✂-----

The Question

We have four options to increase the precept in 2021/22. This will be added to your Council Tax.

Which one do you choose?

For a Band D house:	Amount of Increase per week per household	What this means, (Depending on how the Covid-19 situation develops)	Please tick one box to show your choice
Option A	£0.43p per week	We would have to reduce/close Town Council Services	<input type="checkbox"/>
Option B	£0.65p per week	We would have to reduce some Town Council Services but could run some	<input type="checkbox"/>
Option C	£0.87p per week	Some services may be reduced but we could run most services as they used to be	<input type="checkbox"/>
Option D	£1.09 per week	Services could run as they used to be	<input type="checkbox"/>

What is your Postcode? _____

Woodley Town Council income comes from an amount you pay as part of your Wokingham Borough Council tax (the precept) and income from our facilities.

This year, our income from facilities was expected to be £763,000. Due to COVID-19 it could be less than £200,000. We will have to use a significant amount of our reserves to cover this shortfall. We need to increase the precept next year to cover the lost income and make sure we have a safe level of reserves.

If we do this, we can continue to provide services and facilities in Woodley. The extra amount will be added to your council tax next year.

The amount you pay will help to fund many local facilities and community activities.

These include

- Local parks (including Woodford Park, Malone and Wheble Parks and Bulmershe Open Space)
- Woodford Park Leisure Centre and The Gym on the Park
- The allotments at Reading Road, the Garden of Remembrance and Centre Stage
- Halls for hire (Coronation and Chapel Halls, the Oakwood Centre)
- Maintaining designated bus shelters, the public toilet, street lighting, noticeboards, public seating
- Providing detached youth work in the town
- Contributions to the Town Centre and community activities and events.



Add a stamp
to save the
council
money

FREEPOST
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
Berkshire
RG5 4JZ

Woodley Town Council

**Minutes of the Urgency Committee - held via video conferencing on
Monday 9 November 2020 at 5:00pm.**

Present: *Councillors K. Baker (Chairman); D. Bragg; C. Jewell; D. Mills;
P. Wicks*

Officers Present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk
L. Matthews, Committee Officer*

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 5 OCTOBER 2020**

Members noted the minutes of the meeting held on 5 October 2020.

4. **ACTUAL AND ESTIMATED INCOME AND EXPENDITURE 2020/21**

The Town Clerk presented the updated income and expenditure spreadsheet as at 30 October 2020, as shown in Agenda Appendix B. She explained that the October income figure of £33,924 included quarterly payments that had been invoiced by the leisure centre and the Oakwood Centre for the period ending in December. As the leisure centre and the Oakwood Centre were now closed, some of this income would have to be carried forward until the premises could open again, or may have to be refunded. Therefore, the income figure for November might be zero, or even a minus figure, and the income figure for subsequent months could also be affected.

The Town Clerk noted that the savings previously identified in the earmarked reserves had been moved into the general reserve and therefore the projected general reserve figure to be carried forward to next year had increased from the previous report. She also explained that the estimated income figures for January to March 2021 assumed that the leisure centre would open again in January. The Town Clerk agreed to add an explanation of the assumptions made when compiling the estimated figures in future reports.

It was noted that principal councils were conducting a review of the eligibility for single persons Council Tax discount of 25%. This could impact on the Town Council's tax base figure and Councillor Baker agreed to contact the Deputy Chief Executive and Chief Finance Officer at Wokingham Borough Council to establish the possible impact on the Town Council's tax base.

5. **EARMARKED RESERVES**

Members noted the updated information provided regarding the earmarked reserves, as shown in Agenda Appendix C.

Councillor Jewell questioned whether money should be earmarked for refurbishment of playgrounds at this time and suggested that it would be sufficient just to ensure that the play equipment was safe and properly maintained. The

Town Clerk pointed out that the initial review of the earmarked reserves had identified the savings that could be made without having to make difficult decisions on the Council's spending intentions. Further savings, requiring more difficult decisions to be taken, could be considered in the future, if necessary.

6. **WOODLEY TOWN COUNCIL TAX (PRECEPT) CONSULTATION**

Members noted the information given in the agenda regarding the progress of the consultation that was currently being undertaken. The deadline for responses to be received was 16 November and the Town Clerk agreed that a reminder asking people to respond would be posted on the Council's website and social media.

It was agreed that when the final results of the consultation had been analysed, the data would be presented to the Strategy and Resources Committee. As the next Strategy and Resources Committee meeting was scheduled for 24 November, and the consultation data was unlikely to be available by then, it might be necessary to hold an extraordinary meeting of the Strategy and Resources Committee for this matter to be considered.

7. **REVIEW OF BUDGET SPENDING**

The Town Clerk informed members that the review of the 2020/21 budget was currently being undertaken. She explained that due to the current lockdown, there were fewer staff working, but she hoped that the review would be completed by the end of the week. The Town Clerk agreed that the results of the review would include notes on the assumptions that had been made.

8. **PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS**

The Town Clerk informed Members that she was preparing an application to the Ministry of Housing, Communities and Local Government (MHCLG) to extend the payment dates of the Council's annuity loans (seven in total) by two years. It was not proposed that the Council seek to extend the three loans relating to the £2M, borrowed to build the Oakwood Centre (maturity loans payable from 2025/26 in three tranches). A spreadsheet giving details on the Council's existing loans is attached at Agenda Appendix E.

In reply to a question regarding the annuity loans taken out in the 1980s, on which a high interest rate was being paid, the Town Clerk informed Members that it was not possible to reduce the interest rate and the penalties that would be charged if the loans were paid off early did not make this a feasible course of action. The Town Clerk explained that it was her understanding that by extending the payment dates of the annuity loans the Council would not incur any additional expenses, as the loans would not cost any more, but would just be paid off later.

Councillor Jewell asked how approval would be given for the loan extension applications to be made, and Councillor Baker replied that in order to prevent delays, the applications would be approved by the Urgency Committee and the standing committees and Full Council would be informed of the actions taken. The chairmen of the standing committees and the leader of the largest opposition group sat on the Urgency Committee and could consult their members prior to any meeting, if they felt it was appropriate. The Town Clerk apologised for not issuing electronic copies of the agenda to Committee members for this meeting, but this had been due to time constraints. Printed copies of the agenda had been delivered to Committee members. In future, a printed copy of the agenda and an electronic copy would be provided to the Urgency Committee members.

In reply to a question, the Town Clerk said that MHCLG had confirmed that making an application for an extension to the loan payment dates in the current

circumstances would not affect the Council's credit rating, and she did not believe that this would have a detrimental effect on the Council's chances of being approved for future loans.

9. **TO NOTE THE FOLLOWING ACTIONS UNDERTAKEN IN RESPECT OF THE COUNCIL'S FINANCIAL SITUATION**

RESOLVED:

- ◆ To note the following actions undertaken in respect of the Council's financial situation:
 - Review of the Earmarked Reserves and capital expenditure resulting in £73,506 being transferred to the General Reserve, giving a new total of £577,718, as shown in Agenda Appendix C.
 - Roll out of the consultation on a precept increase - delivered to 10,755 households. The consultation ends on 16 November. At the last count (on 6 November) a total of 2,083 cards or responses via the website had been received.

Before the meeting ended, The Town Clerk informed Members that she would be contacting Theresa May and Matt Rodda, the two Woodley Members of Parliament, to notify them that the Town Council had not received any financial help from Wokingham Borough Council from the funds given to principal authorities by the Government, and to ask them to lobby the Government for assistance on behalf of town and parish councils. She would also ask the Members of Parliament to seek clarification from Government regarding whether town and parish councils could apply for financial aid in respect of lost income from leisure centres forced to close during lockdown, as principal authorities were able to do.

Meeting closed at 5:48pm



The Oakwood Centre, Headley
Road, Woodley, Berkshire, RG5 4JZ
Tel: 0118 9690356
www.woodley.gov.uk

To: **Members of the Urgency Committee**

Councillors: K. Baker (*Chairman*), D. Bragg, C. Jewell, D. Mills, P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Urgency Committee will be held at 5 pm on Monday 9 November 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.

A handwritten signature in black ink that reads 'Deborah Mander'.

Deborah Mander
Town Clerk

A G E N D A

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members relating to the business of the meeting.

3. MINUTES OF THE MEETING HELD ON 5 OCTOBER 2020.

To note the minutes of the meeting held on 5 October 2020 (**Appendix A**). These minutes will be included in the agendas of the Leisure Services, Planning and Community and Strategy and Resources Committees and Full Council on 8 December.

4. ANNUAL ESTIMATED INCOME AND EXPENDITURE

To receive the updated income and expenditure spreadsheet as at 30 October 2020. (**Appendix B**).

5. EARMARKED RESERVES

To receive the updated earmarked reserves as set out in **Appendix C**.

6. WOODLEY TOWN COUNCIL TAX (PRECEPT) CONSULTATION

To note that 10,755 consultation cards were delivered to households in Woodley by 3 November. So far there has been a 19.4% return rate; 8.15% via the website and 11.25% by returning cards either by post or delivery at the Oakwood Centre. Helen Masey, who has helped the Council conduct the survey has confirmed that this is a very good return rate. The consultation closes on Monday 16 November.

7. REVIEW OF BUDGET SPENDING

Officers are reviewing the 2020/21 budgets in preparation for the forthcoming budget process. This exercise will also assist with the requirements in submitting a request for loan extensions.

8. PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS

To note that the Town Clerk is preparing an application to the Ministry of Housing, Communities and Local Government (MHCLG) to extend the payment dates of the Council's Annuity Loans (seven in total) by two years. This is because of the nature of the Council's income and the impact that Covid is having on activities where people are in close proximity to each other which is likely to be the case for another year or so. It is not proposed that the Council seek to extend the three loans relating to the £2M. borrowed to build the Oakwood Centre (Maturity loans payable from 2025/6 in three tranches).

Attached at **Appendix D** is the letter and form from MHCLG giving details of the process. The application from the Council has to be made by 20 November 2020.

Attached at **Appendix E** is a spreadsheet showing the Council's existing loans and payment amounts and expiration dates.

8. TO NOTE THE FOLLOWING ACTIONS UNDERTAKEN IN RESPECT OF THE COUNCIL'S FINANCIAL SITUATION

- i) Review of the Earmarked Reserves and capital expenditure resulting in £73,506 being transferred to the General Reserve, giving a new total of £577,718 (see **Appendix C**).
- ii) Roll out of the consultation on a precept increase - delivered to 10,755 households. The consultation ends on 16 November. At the last count (6 November) a total of 2083 cards or responses via the website had been received.

**THIS PAGE IS INTENTIONALLY
LEFT BLANK AS THE CONTENT IS
CONFIDENTIAL**

WOODLEY TOWN COUNCIL

EARMARKED RESERVES	Opening Balance	Net Transfers	5/11/20 Closing Balance	Amounts transferred to General Reserve		
					Unspent funds	Funds that have been released
325 O/C Marketing reserve	86.86	-86.86	0.00	86.86		
339 Mayoral Regalia	1,610.40	-1,610.40	0.00	1,610.40	Unspent funds	
340 Bookings Software Reserve	30,000.00	-30,000.00	0.00	25,475.00	Bookings software fund - lower than anticipated cost of suitable software	
349 Speedwatch Reserve	1,246.08	-1,246.08	0.00	1246.08	Remainder of speedwatch funds allocated	
320 Capital Programme Fund	39,718.56	-8,352.00	31,366.56	45,000.00	Capital Programme Fund for equipment and small projects - these are agreed by Council	
358 WPLC Gym Reserve Fund	85.71	-85.71	0.00	85.71		
338 Play Area Reserve	22,662.06		22,662.06		Fund for play area refurbishment, equipment replacement.	
345 WPLC Bursary Fund	1,500.00		1,500.00		Woodford Park LC - funds for staff training	
348 Allotment Toilets	1,595.00	55.00	1,650.00		Fund to maintain on site toilet and emptying of septic tank	
341 3G Pitch Carpet Replacement Fund	48,000.00		48,000.00		Condition of grant for 3G pitch that Council allocate funds each year towards carpet replacement	
321 Buildings & Facilities	28,688.94	-7,378.85	21,310.09		Funds for larger repairs /refurbishment at Council's properties	Funds allocated
322 WPLC Roof Fund	0.00	40,000.00	40,000.00	S & R 15/9/20	Funds allocated for new roof at Woodford Park Leisure Centre	for
323 Cap-Receipt-Assets	89,400.00		89,400.00		Capital receipt in respect of former arrangement re Woodley Airfield Centre	specific
326 Maintenance Workshop Project	61,102.85	-36,410.69	24,692.16		Depot/Maintenance building project	
332 WPLC Changing Room refurb	10,000.00		10,000.00		Fund for refurbishment of football changing rooms at Woodford park Leisure Centre	purpose
336 Oakwood Centre Roof funds	0.00	3,485.41	3,485.41	S & R 15/9/20	Funds allocated for roof repairs at the Oakwood Centre	
342 Youth shelter	686.73		686.73		Funds for repairs to youth shelter - Section 106 funds allocated to Council	
343 CYP Loddon Mead Project	2,500.00		2,500.00		General project at Loddon Mead - intended for purchase of steel container for use at the site	
346 WPLC Community Sports Grants	8,334.22	-50.00	8,284.22		Sports grant funding received by Woodford Park Leisure Centre - to be spent on sports activities	
347 Election Reserve	0.00		0.00		Reserve to be built up over 4 years to fund all out elections	
351 WPLC Refurbishment Project	31,169.42		31,169.42		Funds allocated from Public Works Loan Board for works on the reception area	
353 Allotment Security	333.23	55.00	338.23		Funds used for security of site	
355 Anxiety Self Help Fund	778.75		778.75		Fund allocated for anxiety self help parents groups	
356 Loddon Mead Art Project	800.00		800.00		Fund allocated for Art project at Loddon Mead	
357 Clock/Pagoda Reserve	2,983.83		2,983.83		Funds from Wokingham BC towards repair costs for pagoda and clock in town centre	
360 CIL Funds	37,875.61	80,633.59	118,509.20			Could be considered in future
330 Repairs and Renewals Fund	25,369.28		25,369.28		For purchase of items such as computer equipment, tables & chairs ,desks etc	
333 Special Projects Fund	25,040.30		25,040.30		Fund used for start up of potential projects	
334 TCMI Fund	37,064.68	-5,710.51	31,354.17	N/A	TCMI Funds	
337 Sinking Fund Balance	19,372.72	-10,852.49	8,520.23	N/A		
350 Capital Receipt RSV (INV)	39,105.00	-39,105.00	0.00	N/A		
354 Investment Adjustment Account	1,394,335.54	67,320.52	1,549,255.66	N/A		
361 Town Centre 106 funds	0	28,112.80	28,112.80	N/A	Section 106 funds for town centre	
Total	1,961,445.77	78,773.73	2,127,769.10	73,504.05	Total of £73,506.05 transferred to General Reserve - as approved by Urgency	
					In addition £14,000 allocated to Repairs and Renewals in the 2020/21 budget will be allocated to the General Reserve, giving a total of £87,506.05.	



From: Parish Borrowing Parish.Borrowing@communities.gov.uk
Subject: RE: Woodley Town Council - Loan payments and request for extension of loan terms
Date: 22 October 2020 at 10:16
To: Deborah Mander townclerk@woodley.gov.uk
Cc: Parish Borrowing Parish.Borrowing@communities.gov.uk, PWLB Nilo.PWLB@dmo.gov.uk

Dear Deborah,

Thank you for your enquiry regarding what support can be offered in relation to your current PWLB loan repayment(s). In order to be considered for a waiver of any late fees incurred as a result of going into arrears, you will need to fill out the attached template and meet the criteria which have been set out.

Please find attached the application form. All supporting evidences and the application form must be sent to this email.

I would kindly appreciate a reply by **FRI 20 NOVEMBER** in order to proceed with the application.

Your completed application will be used to assess the parish or town council's ability to meet the original repayment date. Where it is evident there is a need for a temporary relief we will look to agree a revised repayment date for your next loan repayment and will advise the DMO to waive the late fees which would normally be incurred in the interim. Please note it is ultimately the decision of the DMO to waive the late fees and that this support will only be considered where a revised date can be identified and met. Moreover, it is the responsibility of the town or parish council to ensure that the terms and conditions of the original loan continue to be met.

If your application is approved, we will confirm a temporary revised repayment with you and advise the PWLB lending facility acting on behalf of HMT to waive the late fees relating to the late repayment in the intervening period.

Important Information:

- The terms and conditions of the loan(s) on which they were advanced remain unchanged.
- The DMO will continue to issue repayment notices around 28 calendar days before each repayment as this is an automated process.
- If your application is approved, the DMO will switch off the direct debit process and the authority will be expected to make all repayments manually until such time that it is agreed that the direct debit process can be reinstated.
- Please note that if your next repayment is due within 10 calendar days of the deferred repayment agreement then it may still be collected by direct debit. The DMO cannot halt the process but will not chase the authority if it fails due to lack of funds.
- The authority should note that any repayment successfully collected by direct debit cannot be returned.

If you have any questions or would like to discuss this further, please do not hesitate to contact me.

Kind regards,
Nathalia

Nathalia Pulice



Ministry of Housing,
Communities &
Local Government

APPLICATION FORM FOR A TEMPORARY REVISED REPAYMENT DATE FOR
A PARISH OR TOWN COUNCIL IN ENGLAND

1. Name of Council				
2. Name of Clerk				
Working Address: (inc. Postcode)				
Email address				
Telephone				
3. Name of Local County Association				
Name of County Association Officer				
Email address				
4. Details of the loan(s)	PWLB Borrowing Approval Reference(s)	Amount Borrowed £	Current loan principal outstanding £	Loan Repayment (1/2 yearly cost) £
	1)	£	£	£
	2)	£	£	£
	3)	£	£	£
	4)	£	£	£
5. Information on the amount(s) that will be delayed for each of the loans	The amount that will be delayed £	Original repayment date	Preferred deferred repayment date	Preferred date for reinstating your Direct Debit
	£			
	£			
	£			
	£			



Ministry of Housing,
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<p>6. Why do you not think you can meet your loan repayment(s)?</p>			
<p>7. Which income streams have been affected by Covid-19 which have resulted in the inability to meet your upcoming loan repayment(s)?</p>			
<p>8. What was your original PLAN B scenario, and have you exhausted all of your options? <i>(where applicable to the application which was submitted)</i></p>	<p>Outline your PLAN B options</p>	<p>Please circle the appropriate boxes below</p>	
	<p>Reserve Balance</p>	<p>YES</p>	<p>NO</p>
	<p>Reprioritise your expenditure</p>	<p>YES</p>	<p>NO</p>
	<p>Increase precept</p>	<p>YES</p>	<p>NO</p>



Ministry of Housing,
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Local Government

	(other)	YES	NO
	(other)	YES	NO
9. Have you provided the following supporting evidence and explanation?	Please circle the appropriate boxes below		
a) 19/20 Budget	YES	NO	
b) original 20/21 budget	YES	NO	
c) revised 20/21 budget <i>(showing any income streams that have been affected by Covid-19)</i>	YES	NO	
d) reserves statement/projections	YES	NO	
e) What portion (£ and %) of your expenditure is flexible (uncommitted expenditure)?	Please write/type your answer below		
10.			
SIGNED (Clerk of the Council)			
NAME			
DATE			
SIGNED (Responsible Financial Officer)			
NAME			
DATE			

Woodley Town Council Loans as at 31/3/2021

Loan Ref	Amount	Taken out	Term (yrs)	% interest	Annual payment	Ends	Total cost	Purpose of loan	Type of loan	Capital Balance	Unexpired term as at 31/3/21
485429	1,225,000	30/03/01	25	4.75	58,187.50	30/09/26	1,454,687.50	Oakwood Centre - construction	Maturity	1,225,000	5.5 years
484459	500,000	07/07/00	25	5	25,000.00	30/09/25	625,000.00	Oakwood Centre - construction	Maturity	500,000	4.5 years
484069	275,000	31/03/00	25	5	13,750.00	30/09/25	343,750.00	Oakwood Centre - construction	Maturity	275,000	4.5 years
467556	85,000	04/10/89	40	9.75	8,475.57	30/09/29	339,022.80	Airfield centre construction	Annuity	51,741	8.5 years
460907	200,000	16/09/86	40	9.875	20,176.90	31/03/26	807,076.00	Extension of sports hall & alterations to lesiure centre	Annuity	89,732	5 years
454569	43,000	18/07/84	60	11.625	5,004.42	31/03/44	300,265.20	Chapel Hall - refurbishment	Annuity	40,189	23 years
489575	120,000	Jan-05	26	4.65	8,001.78	30/09/31	208,046.28	Oakwood Centre - additional costs	Annuity	65,883	10.5 years
504186	255,000	Jun-15	15	3.03	21,281.16	26/06/30	319,217.40	3G pitch, refurbishment tennis/netball court, new car park and resurfacing of main car park and access road	Annuity	190,174	9 years, 3 mths
505314	110,000	Aug-16	10	1.27	11,748.12	31/08/26	117,481.20	Gym on the Park WPLC	Annuity	73,074	4 years, 5 mths
507873	240,000	01-Oct-18	25	2.76	13,353.44	01/10/43	333,836.00	Lake project, maintenance workshop, WPLC refurbishment	Annuity	229,766	22 years , 6 mths
	3,053,000				184,978.89		4,848,382.38			2,740,559	

Woodley Town Council

**Minutes of the Urgency Committee - held via video conferencing on
Tuesday 17 November 2020 at 5:00pm.**

Present: *Councillors K. Baker (Chairman); D. Bragg; C. Jewell; D. Mills;
P. Wicks*

Officers Present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk
L. Matthews, Committee Officer*

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2020**

Members noted the minutes of the meeting held on 9 November 2020.

4. **PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS**

The Town Clerk informed Members that she had contacted the person dealing with the loan extension at Communities.gov and had asked for confirmation that no fees would be payable if the seven annuity loans were to be extended by 24 months, i.e. that no interest would be accruing during the payment holiday. This confirmation had not yet been received.

The Town Clerk agreed to circulate the completed application form to members of the Urgency Committee before it was submitted, and noted that the deadline for application to be submitted was Friday 20 November.

The Town Clerk confirmed that for each 12 month period that the loans were extended, the Council's expenditure for that period would be reduced by £88,000. It was noted that acceptance of the loan extension application was not guaranteed, and it was also possible that an extension of only 12 months might be offered.

Members considered whether it would be preferable to continue paying some of the high interest loans and not to request a payment holiday for those loans.

RESOLVED:

- ◆ To apply for a 24 month extension on the Council's seven annuity loans.

Councillor Jewell asked for her concern to be recorded that decisions regarding the Council's loans were being taken by the Urgency Committee, as she believed that this was in contravention of the Council's Financial Regulations, specifically Regulations 1j and 9b, and that these matters should be considered by the Strategy and Resources Committee or Full Council. Councillor Baker replied that the Urgency Committee had the authority to make these decisions under Standing Order 8a and that the financial regulations referred to by Councillor Jewell applied to arrangements for taking out new loans.

5. **DRAFT REPORT ON THE CONSULTATION ON WOODLEY TOWN COUNCIL TAX**

Members noted the confidential draft report on the results of the household survey carried out to gauge residents' responses to an increase in the council tax precept in 2021/22. The draft report was attached at Agenda Appendix C. The Town Clerk noted that, as the deadline for responses to be returned was the day before this meeting, there were a few more responses to be added to the report.

Members were very pleased to note that there had been a large response rate to the survey (21%) and commented that this was a credit to the residents of Woodley.

RESOLVED:

- ◆ To ask Helen Masey to proceed with the full analysis of the survey results, including a post code analysis.

Meeting closed at 5:25pm

To: **Members of the Urgency Committee**

Councillors: K. Baker (*Chairman*), D. Bragg, C. Jewell, D. Mills, P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Urgency Committee will be held at 5 pm on Tuesday 17 November 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.

Deborah Mander

Deborah Mander
Town Clerk

A G E N D A

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members relating to the business of the meeting.

3. MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2020.

To note the minutes of the meeting held on 9 November (**attached**). These minutes will be included in the agendas of the Planning and Community and Strategy and Resources Committees and Full Council on 8 December, as well as the Leisure Services Committee meeting in January 2021.

4. PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS

To provide further information to Members at the meeting regarding an application to the Ministry of Housing, Communities and Local Government (MHCLG) to extend the payment dates of the Council's Annuity Loans (seven in total) by two years. This is because of the nature of the Council's income and the impact that Covid is having on activities where people are in close proximity to each other, which is likely to be the case for another year or so. It is not proposed that the Council seek to extend the three loans relating to the £2M. borrowed to build the Oakwood Centre (these are maturity loans payable from 2025/6 in two tranches).

Attached at **Appendix A** is the letter and form from MHCLG giving details of the process. The application from the Council has to be made by 20 November 2020.

Attached at **Appendix B** is a spreadsheet showing the Council's existing loans and payment amounts and expiry dates.

Members are asked to consider submitting an application to extend the payment dates of the Council's seven annuity loans and to also consider the length of the payment extension dates.

5. DRAFT REPORT ON THE CONSULTATION ON WOODLEY TOWN COUNCIL TAX

To receive the draft report of the consultation with residents on the 2021/22 level of Town Council tax is attached at **Appendix C**.

From: **Parish Borrowing** Parish.Borrowing@communities.gov.uk
Subject: RE: Woodley Town Council - Loan payments and request for extension of loan terms
Date: 22 October 2020 at 10:16
To: Deborah Mander townclerk@woodley.gov.uk
Cc: Parish Borrowing Parish.Borrowing@communities.gov.uk, PWLB Nilo.PWLB@dmo.gov.uk

Dear Deborah,

Thank you for your enquiry regarding what support can be offered in relation to your current PWLB loan repayment(s). In order to be considered for a waiver of any late fees incurred as a result of going into arrears, you will need to fill out the attached template and meet the criteria which have been set out.

Please find attached the application form. All supporting evidences and the application form must be sent to this email.

I would kindly appreciate a reply by **FRI 20 NOVEMBER** in order to proceed with the application.

Your completed application will be used to assess the parish or town council's ability to meet the original repayment date. Where it is evident there is a need for a temporary relief we will look to agree a revised repayment date for your next loan repayment and will advise the DMO to waive the late fees which would normally be incurred in the interim. Please note it is ultimately the decision of the DMO to waive the late fees and that this support will only be considered where a revised date can be identified and met. Moreover, it is the responsibility of the town or parish council to ensure that the terms and conditions of the original loan continue to be met.

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- The authority should note that any repayment successfully collected by direct debit cannot be returned.

If you have any questions or would like to discuss this further, please do not hesitate to contact me.

Kind regards,
Nathalia



Ministry of Housing,
Communities &
Local Government

Handwritten signature/initials

**APPLICATION FORM FOR A TEMPORARY REVISED REPAYMENT DATE FOR
A PARISH OR TOWN COUNCIL IN ENGLAND**

1. Name of Council				
2. Name of Clerk				
Working Address: (inc. Postcode)				
Email address				
Telephone				
3. Name of Local County Association				
Name of County Association Officer				
Email address				
4. Details of the loan(s)	PWLB Borrowing Approval Reference(s)	Amount Borrowed £	Current loan principal outstanding £	Loan Repayment (1/2 yearly cost) £
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	£			
	£			
	£			



Ministry of Housing,
Communities &
Local Government

<p>6. Why do you not think you can meet your loan repayment(s)?</p>			
<p>7. Which income streams have been affected by Covid-19 which have resulted in the inability to meet your upcoming loan repayment(s)?</p>			
<p>8. What was your original PLAN B scenario, and have you exhausted all of your options? <i>(where applicable to the application which was submitted)</i></p>	<p>Outline your PLAN B options</p>	<p>Please circle the appropriate boxes below</p>	
	<p>Reserve Balance</p>	<p>YES</p>	<p>NO</p>
	<p>Reprioritise your expenditure</p>	<p>YES</p>	<p>NO</p>
	<p>Increase precept</p>	<p>YES</p>	<p>NO</p>



Ministry of Housing,
Communities &
Local Government

	(other)	YES	NO
	(other)	YES	NO
9. Have you provided the following supporting evidence and explanation?	Please circle the appropriate boxes below		
a) 19/20 Budget	YES	NO	
b) original 20/21 budget	YES	NO	
c) revised 20/21 budget <i>(showing any income streams that have been affected by Covid-19)</i>	YES	NO	
d) reserves statement/projections	YES	NO	
e) What portion (£ and %) of your expenditure is flexible (uncommitted expenditure)?	Please write/type your answer below		
<p>10.</p> <p>SIGNED(Clerk of the Council)</p> <p>NAME</p> <p>DATE</p> <p>SIGNED(Responsible Financial Officer)</p> <p>NAME</p> <p>DATE</p>			

Woodley Town Council Loans as at 31/3/2021

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	3,053,000				184,978.89		4,848,382.38			2,740,559	

APPENDIX B

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